



**Urbanna Town Council  
REGULAR MEETING  
Thursday, June 12, 2025 - 6:00pm  
Town Council Chambers - 390 Virginia St. Suite B  
Urbanna, Virginia**

---

## **AGENDA**

1. Call to Order
2. Approval of Electronic Participation by a Council Member (if needed)
3. Roll Call
4. Pledge of Allegiance
5. Review and Adoption of Meeting Agenda
6. **Special Presentation to the Winner of the 2025 John Mitchell Essay Contest – Caden Spurlock**
7. Approval of Minutes
  - a. May 8, 2025 Draft Minutes
  - b. May 22, 2025 Draft Minutes
8. Reports
  - a. Staff Reports
    1. Town Administrator
    2. Treasurer
    3. Town Clerk
  - b. Committee Reports
    1. Finance
    2. Water
    3. Events
    4. Personnel
9. Public Comment 1
10. Council Response to Public Comment 1
11. Unfinished Business
  - a. **Ordinance 001-2025:** SUP 2025-01, Hallinski Properties LLC
  - b. **Resolution 2025-008:** FY25-26 Budget Approvals & Appropriations
  - c. Payne's Landing at VA Street Terminus Native Plant Proposal – Don Georgette
12. New Business
  - a. Use of Taber Fund for Playground Equipment Repair
13. Public Comment 2
14. Council Response to Public Comment 2
15. Council Announcements & Requests
16. Closed Meeting
  - a. Motion to Convene Closed Meeting
  - b. Motion to Reconvene in Open Session
  - c. Certification of Closed Meeting (SR-1)
  - d. Action on Closed Meeting (if necessary)
17. Adjourn or Recess



**Agenda Item Summaries – Opening the Meeting**  
**FOR ALL REGULAR MEETINGS & WORK SESSIONS**

**Agenda Item: 1 – CALL TO ORDER**

Mayor calls the meeting to order at 6:00 p.m. or as close thereto as possible, but not before.

**Agenda Item: 2 – ELECTRONIC PARTICIPATION** (if necessary)

**Mayor:** Councilmember \_\_\_\_\_ has requested to participate electronically in tonight's meeting due to [\*state reason]. May I have a motion to approve?

**Sample Motion:** I move to approve Councilmember \_\_\_\_\_'s electronic participation in tonight's meeting due to [\*state reason]. *Motion, Second, Discussion, Voice Vote*

\*Allowed reasons for electronic participation per § 2.2-3708.3 of the Code of Virginia:

1. The Councilmember has a temporary or permanent disability or medical condition that prevents their physical attendance.
2. The Councilmember must provide care to a family member due to a medical condition or to a person with a disability at the time the public meeting is being held thereby preventing their physical attendance.
3. The Councilmember's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting.
4. The Councilmember is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter. (This reason cannot be used more than six times per year.)

If participation is approved, the minutes must state the remote location from which the member participated; however, the remote location need not be open to the public and may be identified in the minutes by a general description.

**Agenda Item: 3 – ROLL CALL (ATTENDANCE)**

Mayor determines a quorum then calls roll (or directs clerk to call roll) for attendance purposes.

**Agenda Item: 4 – PLEDGE OF ALLEGIANCE**

Those able, stand for the Pledge of Allegiance led by the Mayor.

**Agenda Item: 5 – REVIEW AND ADOPTION OF AGENDA**

Mayor calls for changes to or adoption of the agenda.

**Sample Adoption Motion:** I move to adopt the agenda as presented.

**Sample Change Motion(s):** I move to [add, remove, move] the discussion of \_\_\_\_\_ as/to Item \_\_\_\_\_ on this agenda.

*Motion, Second, Discussion, Voice Vote*



**TOWN  
COUNCIL**

**Agenda Item Summary**

**JUNE 12, 2025**

**Agenda Item: 6 – SPECIAL PRESENTATION TO THE WINNER OF THE 2025 JOHN MITCHELL ESSAY CONTEST – CADEN SPURLOCK**

**Background:** Each year, the Friends of Urbanna sponsor a John Mitchell Essay Contest for 6<sup>th</sup> Graders at St. Clare Walker Middle School. Students write their essays after a field trip to the Scottish Factor Museum and Visitor's Center, which are then evaluated by teachers and FOU members.

Representatives from the Friends of Urbanna will recognize this year's winner, Caden Spurlock, at tonight's Council meeting.

A copy of Mr. Spurlock's winning essay is attached.

# John Mitchell: The Renaissance Man

Caden Richardson Spurlock

Who made the most important map in American history? John Mitchell was born in Lancaster county, Virginia in 1711. John Mitchell was a man of many careers including his creation of the "Mitchell Map", dubbed "Without serious doubt the most important map in American history" (Lawrence Martin). His ambition and perseverance for scientific discovery lives on as his legacy.

John Mitchell had a love for science. When living in Urbanna county, Virginia he conducted many experiments and did lots of research. Including his research on race and why skin color could vary on a human being. He claimed that the original skin color of the human race was reddish, common with indigenous people, but skin color changed as generations upon generations were raised in different climates. This was one of the many reasons he was invited to the Royal Society. At one point in his life he planned to travel to Philadelphia and stay for a day but ran into Benjamin Franklin whom he became good friends with. He ended up staying in Philadelphia for three weeks exchanging experiment results and getting to know Franklin better.

At age 11 John Mitchell attended the University of Edinburgh receiving his Masters degree in 1729 but not receiving his Doctrine. He returned to Virginia to practice medicine in Urbana county. He treated many patients including slaves and the rich planters as well as poor farmers that owned smaller farms. And after getting into natural history, or botany, he started growing his own medicinal plants. He used these to create the medicines he prescribed to his patients. This gave him the title of a Physic. A street near him was named Physic Lane after his business as a physic.

Due to sickness that is thought to be Malaria, Mitchell and his wife moved to London for a milder climate. On his way he was robbed of most of his belongings and botany supplies by privateers. He arrived in London with not much money so he decided to become an expert on exotic botany giving noblemen suggestions and ideas for planting gardens and courtyards. During his time in London he noticed the issue of the Ohio river valley disputes and Lord Halifax, the person in charge of commercializing the colonies, needed a more reliable and accurate map of the whole east coast. So John Mitchell agreed to make a map for him. Halifax asked all the colonies to have themselves surveyed so that Mitchell could have some smaller maps to start with. Mitchell had no prior cartography

experience, but for two years he made his first map. The map was not exactly what Halifax wanted so in 1750 Mitchell spent another five years creating a more complex masterpiece. Completed in 1755 the map was put together from eight sheets of paper and was 52 inches tall by 75 inches wide when assembled. The map marked towns, roads, borders, rivers, topography, tribal lands, and resources. It is considered the largest most accurate map of the 18th century. The map was so important at that time that it was used to settle negotiations at the Treaty of Paris after the American Revolutionary War. It also settled border disputes between Maine (USA) and Canada in 1970 over who had fishing rights off the coast of northern Maine.

In conclusion, John Mitchell's "Mitchell Map" and research were influential to the science community of the 18th century. His devotion to the development of so many sciences left a mark on society. The passion John Mitchell had for his many occupations and titles shows his legacy as a man eager for scientific discovery.



**TOWN  
COUNCIL**

**Agenda Item Summary**

**JUNE 12, 2025**

**Agenda Item: 7 – APPROVAL OF MINUTES**

- a May 8, 2025 Draft Minutes
- b. May 22, 2025 Draft Minutes

**Fiscal Impact:** None

**Staff Recommendation:** Review the draft minutes and offer any amendments. Amendments can be made by consensus of the Council. Then, approve the minutes, either as presented or with the amendments discussed.

Each set can be approved individually or both together.

**Council Action Requested:** Yes

**Sample Adoption Motion:** I move to approve the minutes of \_\_\_\_\_ as presented [or, with the discussed amendments made by consensus of the Council].

***Motion, Second, Discussion, Voice Vote***

**DRAFT MINUTES  
TOWN OF URBANNA TOWN COUNCIL  
REGULAR MEETING OF MAY 8, 2025**

A regular meeting of the Town Council of the Town of Urbanna, Virginia, was held on the 8th day of May, 2025 beginning at 6:00 p.m. in the Council Chambers of Town Hall located at 390 Virginia Street, Suite B in Urbanna, VA.

**AGENDA ITEM 1. CALL TO ORDER**

Mayor Goldsmith called the meeting to order at 6:00pm.

**AGENDA ITEM 2. APPROVAL OF ELECTRONIC PARTICIPATION BY A COUNCIL MEMBER**

Not necessary

**AGENDA ITEM 3. ROLL CALL**

Marjorie Austin	Present
Larry Chowning	Present
Alana Courtney	Present
Mayor Bill Goldsmith	Present
Merri Hanson	Present
Beth Justice	Absent
Robbie Wilson	Present

**Others Present:**

Ted Costin, Town Administrator  
Michele Hutton, Town Treasurer  
Christine Branch, Town Clerk  
Andrea Erard, Town Attorney  
Members of the public

**AGENDA ITEM 4. PLEDGE OF ALLEGIANCE**

The Mayor led the Pledge of Allegiance.

**AGENDA ITEM 5. REVIEW AND ADOPTION OF MEETING AGENDA**

Councilmember Austin made a motion to approve the agenda as presented. Councilmember Wilson seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 6-0 with 1 absent.

**AGENDA ITEM 6. APPROVAL OF MINUTES**

**6a. April 10, 2025 Draft Minutes**

**6b. April 24, 2025 Draft Minutes**

Councilmember Austin made a motion to approve both sets of minutes as presented. Councilmember Wilson seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 6-0 with 1 absent.

**AGENDA ITEM 7. PUBLIC HEARING**

There was no public hearing scheduled.

## **AGENDA ITEM 8. REPORTS**

### **8a. STAFF REPORTS**

#### **8a.1. Town Administrator**

Mr. Costin presented his report. He said he met with Bay Transit regarding the trolley route and usage limitations. There will be no changes to the route this year. Because the trolley is partially funded through grant money, it cannot be used unless it is a totally free event, even if it is considered a donation-based event. This means the trolley can no longer be used for The Polar Express event. Councilmember Chowning asked the cost of trolley operations. Mr. Costin said the town pays approximately \$8,000 and Bethpage pays a large portion as well. Councilmember Wilson said \$8,600 is budgeted for the trolley. Councilmember Courtney asked the total cost of operation. Mr. Costin said Bay Transit would have that information and he will find out.

Mr. Costin provided a handout on the All Hazards Mitigation Plan (AHMP) (Attachment A) and said he attended the first AHMP Planning Team Meeting and reviewed Urbanna's community profile for inclusion in the plan. Mayor Goldsmith said this is one of the things the Middle Peninsula Planning District Commission (MPPDC) provides to members.

The drone show is still awaiting final word on location and the Events Committee can begin designing the show now. If Rosegill is unable to host the launching of the drones, they will be launched from Taber Park.

Mr. Costin asked for Council's direction concerning the No Wake Zone for Urbanna Creek. He said the Town holds the permit but the Virginia Marine Resources Commission (VMRC) is not enforcing it because they said the signs are faded and/or missing. This issue was set aside last September due to lack of access to the signs. Councilmember Wilson said he will take photos to document the condition of placement of the current signs. Once they are replaced, the state will come back out to inspect.

The Well 6 project is nearing completion. Fencing will be installed in the next week and staff is pulling together the documentation to close out the USDA loan.

Mr. Costin said the annual Water Quality Report was received for 2024 and the Town passed. The report is available on the Town website or from Town Hall.

#### **8a.2. Treasurer**

Ms. Hutton presented the March 2025 Treasurer's report. Councilmember Courtney asked why the Renter Water Deposits are negative. Ms. Hutton explained that the deposits are held in an escrow account for potential return to customers at the closing of their accounts.

As of May 8, 2025, Ms. Hutton said she is down to only five past-due real estate tax accounts totaling \$5,331.65. \$6,700 was collected and two property liens were released. She also collected \$1,800 in delinquent lodging taxes and \$2,300 in golf cart revenue, which equals 92 carts processed.

Ms. Hutton provided her key observations and recommendations arising from the recent budget process and ongoing operational matters. She said there were many hands and brainstorming to make it all come together and it was not an easy process, but they got it done.



Ms. Hutton said that, as Treasurer, she has actively managed the town's finances by strategically allocating funds to higher interest-bearing accounts, thereby maximizing returns. She has consistently sought cost-effective solutions for necessary acquisitions, as demonstrated by the purchase of her shelving unit (yard sale for \$15) and office furniture at substantial savings. She said her focus remains on prudent resource management and safeguarding the town's financial interests.

She highlighted Water Operations Manager, Maribel Kimble's exceptional performance in the collection of overdue water bills. Her success in recovering nearly \$60,000 in outstanding payments within a three-month period is a significant achievement, surpassing previous collection efforts.

Ms. Hutton said that, while staff is diligently working to generate and conserve funds, the ongoing delay in purchasing the proposed building is incurring a monthly rental expense of approximately \$2,000. She noted that these expenditures are not contributing to the eventual acquisition of the building, and \$80,064 in rent paid by the town towards the purchase price of the building has been lost. \$240,000 in CARES Funds were also committed to the purchase and are at risk of being lost.

She had the following recommendations for council to consider moving forward:

- **Establishment of Standardized Pay Scales:** It is crucial to develop defined pay scales for each job description. Any proposed compensation outside of these established ranges should be subject to review by the Financial Committee to ensure equitable and fiscally responsible practices.
- **Wage Discrepancies and Retention:** Several long-term employees (two with 10 years of service and one with 8 years) are currently earning less than \$15 per hour. Additionally, the starting wage for Marina staff at \$13 per hour presents a significant challenge in attracting and retaining qualified personnel, particularly given comparable or higher wages in the local market.
- **Impact of Staffing Changes:** The replacement of two full-time positions with one part-time role, at the same total wage, has resulted in a substantial reduction of weekly work hours from 80 to 30. It is unclear how the remaining workload, exceeding 50 hours per week, is being adequately addressed. This has placed considerable strain on existing staff, including a major increase in Ms. Hutton's workload.
- **Internal Equity Concerns:** The recent hiring of a clerk at a wage exceeding that of comparable positions within the county, without corresponding adjustments for existing full-time employees with similar responsibilities, has created internal equity concerns and negatively impacted staff morale.
- **Opportunity for Investment in Personnel:** Given the town's financial capacity, it is an opportune time to address these personnel matters and make necessary investments in valued employees.

Councilmember Austin asked if these concerns could be brought before the Finance Committee. Mayor Goldsmith said the committee has been made aware of these issues.

**8a.3. Town Clerk**

Ms. Branch presented her report. She said the initial Municode project, which was initiated in 2017, has been completed and we await the receipt of the printed code books. She said she is ready to then update the Code to current, depending on the format Council chooses.

Ms. Branch said she continues working on researching and organizing all town files and formulating a records retention policy. She began the disposition process in accordance with the Library of Virginia retention and disposal schedules, mainly for duplicate records, and has freed a considerable amount of space on the server. This will help in preparation for the installation of a new server.

She attended several virtual trainings and webinars regarding records management and current legislation pertaining to towns and has an additional electronic records training scheduled. All these trainings were free.

**8b. COMMITTEE REPORTS****8b.1. Finance Committee**

Councilmember Wilson said the Finance Committee has a meeting on May 12, 2025. Their main focus is on gauging where the town is now in order to plan for the future.

**8b.2. Water Committee**

Mr. Costin said there will be discussion later in the meeting of the water permit renewal. The Committee agreed to extend the waterline to the Oyster Festival Foundation property. Laneview will be paying for the majority of the cost. The Committee also discussed providing free water usage to the Library, VFD, and Rescue Squad and referred it to the Finance Committee for review.

Councilmember Austin said the Committee is in support of the permit renewal proposal by Kimley-Horn, which will be discussed later in the meeting.

**8b.3. Personnel Committee**

No report.

**8b.4. Events Committee**

Councilmember Austin said the first Second Saturday event will be held this Saturday, May 9<sup>th</sup>, from 5-8pm. She said the starting hour had been pushed back due to lack of volunteer availability.

**AGENDA ITEM 9. PUBLIC COMMENT 1**

Amy Denney of Virginia Street said she has talked with all adjacent property owners and they are asking council to assist with the asphalt on the portion of Virginia Street leading to the homes and Visitors Center. She said the residents have been maintaining it but they are not equipped to address the more technical needs. She said they have contacted VDOT and were told it's not their road. She said, as the road is now, an emergency vehicle could not get up the road.

Mike Binns of Oyster Road said the town agreed to maintain the Virginia Street Terminus and is not. He said he supports Mr. Montague's offer to purchase the property.

Latane Montague of Virginia Street said he served on the Waterfront Committee several years ago, recommendations were made, and nothing's been done. He said he spent over \$1 million on his dock and there is a huge erosion problem with the Terminus property. He said people want to see the area beautified, be a visual centerpiece, stop the erosion, address safety concerns, and be maintained to a high standard. He's proposed to buy it and allow it to be used for a limited number of town events. He said people are frustrated with the lack of action on the property.

**AGENDA ITEM 10. COUNCIL COMMENT 1**

Councilmember Austin said she will go and look at the road tomorrow and follow up with Ms. Denney.

**AGENDA ITEM 11. UNFINISHED BUSINESS**

**11a. Resolution 2025-006 – Approve Support Agreement with VRA and MPPDC**

Mr. Costin presented Resolution 2025-006 to formally adopt Council's action on December 5, 2024 supporting the MPPDC's financial management. There is no change to the underlying intent or obligation and the town attorney has been advised.

**Councilmember Austin made a motion to adopt Resolution 2025-006 approving a support agreement with the Virginia Resources Authority and the Middle Peninsula Planning District Commission and related matters for the issuance of the Revolving Line of Credit promissory note by the Middle Peninsula Planning District Commission. Councilmember Hanson seconded. The Mayor called for any discussion. Five were in favor and one opposed.**

Marjorie Austin .....	Aye
Larry Chowning .....	Aye
Alana Courney .....	Nay
Bill Goldsmith (Mayor) .....	Aye
Merri Hanson .....	Aye
Beth Justice .....	Absent
Robbie Wilson .....	Aye

**The motion passed 5-1 with 1 absent.**

**RESOLUTION 2025-006**

**APPROVING A SUPPORT AGREEMENT WITH THE VIRGINIA RESOURCES AUTHORITY AND THE MIDDLE PENINSULA PLANNING DISTRICT COMMISSION AND RELATED MATTERS FOR THE ISSUANCE OF THE REVOLVING LINE OF CREDIT PROMISSORY NOTE BY THE MIDDLE PENINSULA PLANNING DISTRICT COMMISSION**

**WHEREAS** the Middle Peninsula Planning District Commission (the "Commission") has determined the need exists to provide funds to provide interim funding on a revolving basis for a variety of grant-funded projects facilitated by the Commission across the localities served by the Commission, consisting of the Counties of Essex, Gloucester, King and Queen, King William, Mathews and Middlesex, Virginia and the Towns of Tappahannock, Urbanna and West Point, Virginia (collectively, the "Member Jurisdictions"), along with related costs (the "Project"); and

**WHEREAS** the Commission has received a commitment from the Virginia Resources Authority (the "VRA"), to purchase the Commission's Revolving Line of Credit Promissory Note to finance needs related to the Project (the "VRA Note") to be secured by grant reimbursements related to such Project, pursuant to

the terms of a Financing Agreement, to be dated a date specified by VRA, between VRA and the Commission (the “Financing Agreement”); and

**WHEREAS** the Commission proposes to issue the VRA Note in an amount not to exceed \$500,000 at any time; and

**WHEREAS** VRA requires the governing bodies of the Member Jurisdictions of the Commission, including the Town Council (the “Town Council”) of the Town of Urbanna, Virginia (the “Town”), as a condition of the purchase of the VRA Note, to enter into a Support Agreement, in the form attached to this Resolution (the “Support Agreement”), to undertake a non-binding obligation to appropriate from time to time moneys to the Commission in connection with payments due on the VRA Note in the event revenues of the Commission are insufficient to pay debt service on the VRA Note when due; and

**WHEREAS** the Town Council indicated its support of the Project and issuance of the VRA Note by the Commission on December 12, 2024 with a vote of 5-1 w/1 absent and desires to enter into such a Support Agreement.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF URBANNA, VIRGINIA:**

1. It is determined to be in the best interests of the Town and its citizens for the Town Council to enter into the Support Agreement providing for a Proportional Share (as set forth in the Support Agreement) for the Town and each other Member Jurisdiction related to the Annual Deficiency Amount (as defined in the Support Agreement), provided that each other Member Jurisdiction also approve a similar Support Agreement with respective Proportional Shares related to the potential Annual Deficiency Amount as set forth in the form of Support Agreement attached hereto.
2. The Town Council of the Town acknowledges that (i) the obligations of the Commission to determine, and of the Town to pay, the charges in connection with the Project (as defined in the Financing Agreement) are crucial to the security for the VRA Note, (ii) VRA would not purchase the VRA Note without the security and credit enhancement provided by the Support Agreement, (iii) VRA will be a third party beneficiary of the Support Agreement for so long as the VRA Note remains outstanding, and (iv) VRA is treating the Support Agreement as a “local obligation” within the meaning of Section 62.1-199 of the Code of Virginia of 1950, as amended (the “Virginia Code”), which in the event of a nonpayment thereunder authorizes VRA to file an affidavit with the Governor that such nonpayment has occurred pursuant to Section 62.1-216.1 of the Virginia Code. Section 62.1-216.1 of the Virginia Code provides that if the Governor is satisfied that such nonpayment has occurred, the Governor will immediately make an order directing the Comptroller to withhold all further payment to the Town of all funds, or of any part of them, appropriated and payable by the Commonwealth of Virginia to the Town for any and all purposes, and the Governor will, while the nonpayment continues, direct in writing the payment of all sums withheld by the Comptroller, or as much of them as is necessary, to VRA, so as to cure, or cure insofar as possible, such nonpayment.
3. As provided in the Support Agreement, the Town Council of the Town hereby undertakes a non-binding obligation to appropriate to the Commission such amounts as may be requested from time to time pursuant to the Support Agreement, to the fullest degree and in such manner as is consistent with the Constitution and laws of the Commonwealth of Virginia. The Town Council, while recognizing that it is not empowered to make any binding commitment to make such appropriations in future fiscal years, hereby states its intent to make such appropriations in future fiscal years, and hereby recommends future Town Councils do likewise during the term of the Support Agreement.

4. In consideration of the Commission's undertakings with respect to financing the Project, the Mayor or Town Administrator of the Town Council, either of whom may act, is hereby authorized and directed to execute and deliver the Support Agreement. The Support Agreement shall be in substantially the form presented to this meeting, which is hereby approved, with such completions, omissions, insertions or changes not inconsistent with this resolution as may be approved by the Mayor or Town Administrator of the Town Council, the execution thereof by the Mayor or Town Administrator of the Town Council to constitute conclusive evidence of his or her approval of such completions, omissions, insertions or changes.
5. The Town Administrator is hereby authorized and directed to carry out the obligations imposed by the Support Agreement on the Town Administrator as Designated Local Official as defined thereunder.
6. All actions previously taken by representatives or agents of the Town in furtherance of the Project and issuance of the VRA Note are hereby ratified and approved.
7. This resolution shall take effect immediately.

**DONE this 8th day of May, 2025.**

**EXHIBIT A  
FORM OF SUPPORT AGREEMENT**

**THIS SUPPORT AGREEMENT** is made as of the first day of June 2025, by and among the Town Council (the "Governing Body"), acting as the governing body of the Town of Urbanna, Virginia (the "Locality"), the MIDDLE PENINSULA PLANNING DISTRICT COMMISSION, a public body corporate and politic of the Commonwealth of Virginia (the "Borrower"), and the VIRGINIA RESOURCES AUTHORITY (the "Authority"), as purchaser of the Promissory Note, as hereinafter defined, pursuant to a Revolving Line of Credit Financing Agreement dated as of the date hereof (the "Financing Agreement"), between the Authority and the Borrower.

**RECITALS:**

WHEREAS the Borrower was created by the Counties of Essex, Gloucester, King and Queen, King William, Mathews and Middlesex, Virginia and the Towns of Tappahannock, Urbanna and West Point, Virginia (collectively, the "Member Jurisdictions") pursuant to the Regional Cooperation Act (the "Act"), Chapter 42 of Title 15.2 of the Code of Virginia (1950), as amended (the "Code") and the Charter Agreement, dated as of January 31, 1972 among the Member Jurisdictions; and

WHEREAS the Borrower has determined that it is in its best interest to issue and sell a Revolving Line of Credit Promissory Note in an original aggregate principal amount not to exceed \$500,000 (the "Promissory Note") to the Authority, pursuant to the terms of the Revolving Line of Credit Financing Agreement in order to finance various grant-funded projects serving the Member Jurisdictions (the "Project"); and

WHEREAS the Governing Body adopted on May 8, 2025, a resolution authorizing, among other things, the execution of an agreement providing for a non-binding obligation of the Governing Body to consider certain appropriations in support of the Promissory Note and the Project;

### Agreement

NOW, THEREFORE, for and in consideration of the foregoing and of the mutual covenants herein set forth, the parties hereto agree as follows:

1. Unless otherwise defined, each capitalized term used in this Support Agreement shall have the meaning given it in the Financing Agreement.
2. The term “Proportional Share” shall mean for each of the Member Jurisdictions, the following percentages of the Annual Deficiency Amount (as defined in paragraph 5) or other insufficiency (as set forth in paragraph 7), if any, or such other percentages as may be agreed upon by the Member Jurisdictions in writing, provided such amended allocation shall add up to 100%:

Member Jurisdiction	Proportional Share
Essex County	14.29%
Gloucester County	14.29%
King and Queen County	14.29%
King William County	14.29%
Mathews County	14.29%
Middlesex County	14.29%
Town of Tappahannock	4.76%
Town of Urbanna	4.76%
Town of West Point	4.76%

Each of the Member Jurisdictions’ obligations is limited to its Proportional Share of debt service on the Promissory Note and the amounts to be included in each Member Jurisdiction’s submitted budget pursuant to paragraphs 6 and 7 below shall not be increased to offset a non-appropriation of any of the other Member Jurisdictions.

3. If the Member Jurisdictions’ moral obligation commitments are invoked, the Member Jurisdictions’ Proportional Shares of debt service on the Promissory Note shall be taken from the first dollars the Member Jurisdictions annually submitted to the Borrower.
4. The Borrower shall use its best efforts to issue the Promissory Note, to use the proceeds thereof to pay the costs of the Project, and to construct and place the Project in operation at the earliest practical date.
5. No later than March 15 of each year, beginning March 15, 2026, the Borrower shall calculate and notify the Member Jurisdictions of (a) the amount by which the Borrower reasonably expects the total debt service obligations under the Financing Agreement for the following fiscal year will exceed the total funds the Borrower will have available to pay the debt service obligations under the Financing Agreement for the following fiscal year (the “Annual Deficiency Amount”), and (b) the corresponding Proportional Share of the Annual Deficiency Amount for each Member Jurisdiction.
6. The Town Administrator of the Locality (the “Designated Local Official”) shall include the respective Proportional Share for his or her Member Jurisdiction in the respective budget submitted to the Member Jurisdiction for the following fiscal year as an amount to be appropriated to or on behalf of the Borrower. Each Designated Local Official shall deliver to the Authority within ten (10) days after the adoption of the respective Member Jurisdiction’s budget for each fiscal year, but not later than

July 15 of each year, a certificate stating whether the respective Member Jurisdiction has appropriated to or on behalf of the Borrower an amount equal to its Proportional Share.

7. If at any time the Borrower is unable to make any of the payments referred to in paragraph 5 hereof, the Borrower shall notify the Designated Local Official of the amount of such insufficiency and the Designated Local Official shall (1) ensure that their respective portions of the Annual Deficiency Amount have been paid to the Borrower, and (2) request, and pay to the Borrower, additional appropriations from the Locality as necessary and in the proportions set forth in paragraph 2 to enable the Borrower to pay in full all payments under the Financing Agreement.
8. Each Designated Local Official shall present each request for appropriation pursuant to paragraph 7 above to his or her Locality, and the respective Locality shall consider such request at such Locality's next regularly scheduled meeting at which it is possible to satisfy any applicable notification requirement. Promptly after such meetings, each Designated Local Official shall notify the Authority as to whether the amount so requested was appropriated. If the Locality shall fail to make any such appropriation, the Designated Local Official shall add the amount of such requested appropriation to the Proportional Share reported to the Locality by its Designated Local Official for the next fiscal year.
9. The Locality hereby undertakes a non-binding obligation to appropriate its respective Proportional Share as may be requested from time to time pursuant to paragraphs 6 and 7 above, to the fullest degree and in such manner as is consistent with the Constitution and laws of the Commonwealth of Virginia. The Locality, while recognizing it is not empowered to make any binding commitment to make such appropriations in future fiscal years, hereby state its intent to make such appropriations in future fiscal years, and hereby recommend that future Governing Bodies do likewise.
10. The Locality acknowledges that (i) the Authority would not purchase the Promissory Note without the security and credit enhancement provided by this Agreement, and (ii) the Authority is treating this Agreement as a "local obligation" within the meaning of Section 62.1-199 of the Code of Virginia of 1950, as amended (the "Virginia Code"), which in the event of a nonpayment by a Locality hereunder authorizes the Authority to file an affidavit with the Governor that such nonpayment by such Locality has occurred pursuant to Section 62.1-216.1 of the Virginia Code. In purchasing the Promissory Note, the Authority is further relying on Section 62.1-216.1 of the Virginia Code, providing that if the Governor is satisfied that the nonpayment has occurred, the Governor will immediately make an order directing the Comptroller to withhold all further payment to the Locality of all funds, or of any part of them, appropriated and payable by the Commonwealth of Virginia to the Locality for any and all purposes, and the Governor will, while the nonpayment continues, direct in writing the payment of all sums withheld by the Comptroller, or as much of them as is necessary, to the Authority, so as to cure, or cure insofar as possible, such nonpayment.
11. Nothing herein contained is or shall be deemed to be a lending of the credit of the Locality or any other Member Jurisdiction to the Borrower, the Authority or to any holder of the Promissory Note or to any other person, and nothing herein contained is or shall be deemed to be a pledge of the faith and credit or the taxing power of the Locality or any other Member Jurisdiction, nor shall anything herein contained legally bind or obligate the Locality or any other Member Jurisdiction to appropriate funds for the purposes described herein.

Any notices or requests required to be given hereunder shall be deemed given if sent by registered or certified mail, postage prepaid, addressed (i) if to the Town of Urbanna, to PO Box 179, Urbanna, Virginia, 23175, Attention: Town Administrator; (ii) if to the Borrower, to PO Box 399, Saluda,

Virginia 23156, Attention: Executive Director; and (iv) if to the Authority, to 1111 East Main Street, Suite 1920, Richmond, Virginia, 23219, Attention: Executive Director. Any party may designate any other address for notices or requests by giving notice.

12. It is the intent of the parties hereto that this Agreement shall be governed by the laws of the Commonwealth of Virginia.
13. This Agreement shall remain in full force and effect until the Promissory Note and all other amounts payable by the Borrower under the Financing Agreement have been paid in full.
14. This Agreement may be executed in any number of counterparts, each of which shall be an original and all of which together shall constitute but one and the same instrument.

IN WITNESS WHEREOF the parties hereto have each caused this Agreement to be executed in their respective names as of the date first above written.

TOWN COUNCIL OF THE TOWN OF URBANNA, VIRGINIA

By: \_\_\_\_\_  
Ted Costin, Town Administrator

MIDDLE PENINSULA PLANNING DISTRICT COMMISSION

By: \_\_\_\_\_

Its: \_\_\_\_\_

VIRGINIA RESOURCES AUTHORITY

By: \_\_\_\_\_  
Shawn B. Crumlish, Executive Director

## **AGENDA ITEM 12. NEW BUSINESS**

### **12a. Fiscal Year Ended June 30, 2024 Audit**

Mr. Costin presented the FY 2023/2024 audit which shows no irregularities and that the town's finances and practices of financial management are sound. A management letter containing suggestions for improvement will be brought to Council after being reviewed by the Finance Committee.

**Councilmember Austin made a motion to accept the Fiscal Year Ended June 30, 2024 Audit as presented. Councilmember Wilson seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 6-0 with 1 absent.**

### **12b. Professional Services for Groundwater Withdrawal Permit Renewal**

Mr. Costin explained that this coming year, the town is required to renew their operational permit for groundwater withdrawal. As staff does not have the expertise or time to undertake the effort, the Water Committee recommends retaining Kimley-Horn to do it. The cost is \$23,500.



Councilmember Hanson asked if the cost was budgeted. Councilmember Wilson said it is part of the 2025/2026 budget and extra was built in for any additional fees.

**Councilmember Austin made a motion to authorize staff to execute the Letter Agreement for Professional Services for Groundwater Withdrawal Permit Renewal with Kimley-Horn for \$23,000. Councilmember Wilson seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 6-0 with 1 absent.**

**AGENDA ITEM 13. PUBLIC COMMENT 2**

**AGENDA ITEM 14. COUNCIL RESPONSE TO PUBLIC COMMENT 2**

There were no speakers for public comment.

**AGENDA ITEM 15. COUNCIL ANNOUNCEMENTS & REQUESTS**

Councilmember Hanson asked the status of MPPDC helping with the Virginia Street Terminus. Mr. Costin said they're proceeding with the evaluation by Natrx to develop recommended courses of action. The deadline for the grant receipt submissions is now December.

Councilmember Austin said there are cats, buzzards, or crows tearing up trash bags that are being left out for pickup. She urged citizens to use trash cans rather than leaving bags laying at the curb and asked that a notice be added to the town website.

**AGENDA ITEM 16. CLOSED MEETING**

**16.a. Motion to Convene Closed Meeting**

**Mayor Goldsmith made a motion convene in Closed Meeting in accordance with Section 2.2-3711 (A)(1) of the Code of Virginia for the discussion and consideration of the compensation of two specific appointees, and the compensation of an employee of the Town of Urbanna; and 2.2-3711 (A)(3) to discuss or consider the disposition of publicly held real property, Virginia Street Terminus, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Council; and 2.2-3711 (A)(1) for the discussion of the appointment of a member of the Planning Commission. Councilmember Austin seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 6-0 with 1 absent.**

**16.b. Motion to Reconvene in Open Session**

**16.c. Certification of Closed Meeting**

Counselor Erard noted that Councilmember Austin left during the Closed Meeting due to illness.

**Councilmember Hanson made a motion to reconvene in open session and certify that only those matters identified in the motion convening the Closed Meeting were heard, discussed, or considered by the Town Council. Mayor Goldsmith seconded. The members were polled:**

Marjorie Austin .....	Absent
Larry Chowning .....	Certify
Alana Courney .....	Certify
Bill Goldsmith (Mayor) .....	Certify
Merri Hanson .....	Certify
Beth Justice .....	Absent
Robbie Wilson .....	Certify

**STANDING RESOLUTION – 1 (SR-1)**  
**A RESOLUTION TO CERTIFY COMPLIANCE WITH THE FREEDOM OF INFORMATION ACT REGARDING**  
**MEETING IN CLOSED MEETING**

**WHEREAS** the Town Council of the Town of Urbanna has convened a Closed Meeting on this date pursuant to an affirmative recorded vote, and in accordance with the provisions of the Virginia Freedom of Information Act; and,

**WHEREAS** Section 2.2-3712 (D) of the Code of Virginia requires a certification by the Town Council of the Town of Urbanna that such Closed Meeting was conducted in conformity with Virginia law;

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council of the Town of Urbanna hereby certifies that on this 8th day of May, 2025, to the best of each member’s knowledge:

1. Only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were heard, discussed, or considered by the Town Council of the Town of Urbanna in the Closed Meeting to which this certification resolution applies; and
2. Only such public business matters as were identified in the motion convening the Closed Meeting were heard, discussed, or considered by the Town Council of the Town of Urbanna.

**DONE** this 8th day of May, 2025.

**16.d. Action on Closed Meeting**

**Mayor Goldsmith made a motion to approve the amended contract of the Town Administrator. Councilmember Chowning seconded. The Mayor called for any discussion. The members were polled:**

Marjorie Austin .....	Absent
Larry Chowning .....	Aye
Alana Courney .....	Aye
Bill Goldsmith (Mayor) .....	Aye
Merri Hanson .....	Aye
Beth Justice .....	Absent
Robbie Wilson .....	Aye

**The motion passed 5-0 with 2 absent.**

**AGENDA ITEM 17. APPOINTMENTS**

**17.a. Resolution 2025-007 – Citizen Appointment to Planning Commission**

**Councilmember Hanson made a motion to adopt Resolution 2025-007 appointing Ricky Longest to the Town of Urbanna Planning Commission for the unexpired portion of a four-year term expiring December 31, 2028. Councilmember Wilson seconded. The Mayor called for any discussion. The members were polled:**

Marjorie Austin .....	Absent
Larry Chowning .....	Aye
Alana Courney .....	Aye
Bill Goldsmith (Mayor) .....	Aye
Merri Hanson .....	Aye
Beth Justice .....	Absent
Robbie Wilson .....	Aye

**The motion passed 5-0 with 2 absent.**

**RESOLUTION 2025-007**

**CITIZEN APPOINTMENT TO THE PLANNING COMMISSION**

**WHEREAS** there is currently one vacant seat on the Town of Urbanna Planning Commission with an expiration date of December 31, 2028 due to the resignation of Donald Drayer; and

**WHEREAS** there is currently one citizen who has expressed interest in serving on the Planning Commission – Richard Longest; and

**WHEREAS** the Town Council now desires to make an appointment to this vacant position;

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of The Town of Urbanna, Virginia that Richard Longest is appointed to the Town of Urbanna Planning Commission for the unexpired portion of a four-year term expiring December 31, 2028.

**DONE this 8th day of May, 2025.**

**AGENDA ITEM 18. ADJOURN OR RECESS**

**Councilmember Hanson made a motion to adjourn. All were in favor with none opposed. The meeting was adjourned and the video recording stopped at 7:26pm.**

Immediately following adjournment, Counselor Erard remembered she had information to pass on to Council regarding the purchase of 390 Virginia Street. She advised Council that reconvening the meeting was unnecessary. This portion of the meeting was not recorded.

She said she spoke with Mr. Marr and he has had no response to his negotiations. She strongly suggested Council have a Plan B. She also suggested any calls from Mr. Mullins regarding the issue be directed to his attorney. Councilmember Hanson said milestones for progress need to be defined and adhered to. Councilmember Chowning asked how much time. Ms. Erard said to set a reasonable time and stick to it.

Mayor Goldsmith said that he received an email from Jackson Montague addressed to “Uncle Bill”. The mayor said that he is no longer a member of the family and has no financial interest or benefit

in the purchase or sale of the Virginia Street Terminus and wanted to know if he should recuse himself from participating in any vote on the matter. Ms. Erard said even though there is no financial interest, the appearance of conflict may be present. Both Ms. Erard and Mr. Costin suggested contacting the Commonwealth Attorney for an opinion.

Discussion ended at approximately 7:40pm.

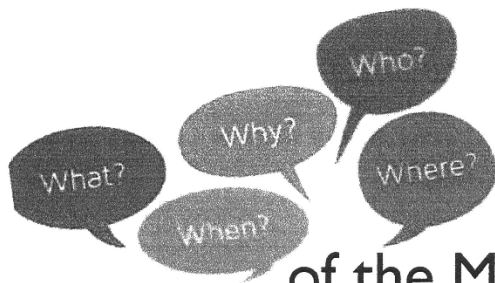
**Respectfully submitted,**  
**Christine H. Branch, Town Clerk**

**Approved by Council:** \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Christine H. Branch, Town Clerk

## ATTACHMENT A



# of the Middle Peninsula All Hazards Mitigation Plan Update

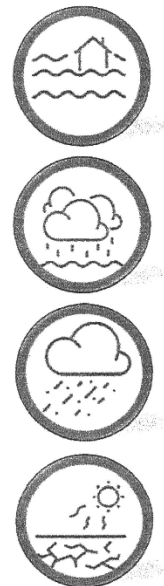
### WHY do we have a plan and WHY is it being updated?

The Disaster Mitigation Act of 2000 (DMA 2K) legislation established the Pre-Disaster Mitigation (PDM) Program and created requirements for the Post-Disaster Hazard Mitigation Grant Program (HMGP). DMA 2K requires local governments to develop and submit mitigation plans that demonstrate “a jurisdiction’s commitment to reduce risk from natural hazards, serving as a guide for decision makers as they commit resources to reducing the effects of natural hazards.” Upon completion, the final plan must be reviewed by Virginia Department of Emergency Management (VDEM) and approved Federal Emergency Management Agency (FEMA), and then adopted by each participating jurisdiction. An update must be completed/updated every five years to remain compliant with FEMA.

For Middle Peninsula citizens to receive Hazard Mitigation Assistance funding from FEMA, communities must be in good standing with the National Flood Insurance Program (NFIP) and be a participating part of a hazard mitigation plan. For instance, if a locality does not participate and adopt a hazards mitigation plan, then that locality and its citizens will not be eligible to receive pre- or post-disaster hazard mitigation funding through the Building Resilient Infrastructure and Communities (BRIC) program (the new pre-disaster mitigation program) and the Hazard Mitigation Grant Program (HMGP) for post-disaster funding from FEMA funding.

### WHO is involved in this effort?

This plan encompasses the nine localities of the Middle Peninsula including Essex, Gloucester, King & Queen, King William, Mathews, and Middlesex Counties and the Towns of West Point, Tappahannock, and Urbanna.



**HOW** is this effort funded?

The Middle Peninsula Planning District Commission (MPPDC) was funded through the FEMA and VDEM to complete this project.

**WHAT** does this plan update entail?

Each locality and tribe appointed representatives to serve on the AHMP's Local Planning Team (LPT). MPPDC staff will guide the LPT through the components of the AHMP update to assess local hazards and develop mitigation strategies that aim to reduce their risk to hazards. The components of this plan include:

1. The **Planning Process** entails the efforts to organize the LPT, hazard resources, project timeline development, and developing a public outreach strategy.
2. The **Risk Assessment** entails the identification of hazards and risk that may impact the region, including a summary of historical experience, estimations of potential frequency and magnitude of disasters, and potential losses to life and property.
3. **Mitigation Strategy Planning** is based on public input, identified risks, and available capabilities. Communities will develop mitigation goals, objectives, and strategies to mitigate hazard-related losses.
4. **AHMP Adoption and Approval** – The 2021 AHMP expires 4/11/27. Therefore, a new plan will need to be adopted by at least one Middle Peninsula by this time. MPPDC staff and localities will work through the fall 2025 to finalize a draft plan and get it approved by FEMA. Following FEMA's approval, localities will work to adopt the updated plan.

**HOW** can the public get involved?

Public input is critical to shape the plan. To get involved please visit the [MPPDC Facebook page](#) and the MPPDC website (<https://mppdc.com/index.php/service-centers/mandates/hazards>) to provide input. MPPDC staff and the LPT will develop public surveys, press releases, social media posts, and notices for public input opportunities. A draft plan will be available for public review by Fall 2025.

For more information about this project please contact Jackie Rickards, Senior Planning Project Manager at [jrickards@mppdc.com](mailto:jrickards@mppdc.com).



**DRAFT MINUTES  
TOWN OF URBANNA TOWN COUNCIL  
WORK SESSION OF MAY 22, 2025**

A work session of the Town Council of the Town of Urbanna, Virginia, was held on the 22nd day of May, 2025 beginning at 6:00 p.m. in the Council Chambers of Town Hall located at 390 Virginia Street, Suite B in Urbanna, VA.

**AGENDA ITEM 1. CALL TO ORDER & ROLL CALL**

Mayor Goldsmith called the meeting to order at 6:05pm.

**AGENDA ITEM 2. APPROVAL OF ELECTRONIC PARTICIPATION BY A COUNCIL MEMBER**

**Councilmember Austin made a motion to approve Councilmember Wilsons' electronic participation in tonight's meeting due to a personal matter relating to work travel. Councilmember Chowning seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 5-0 w/1 absent.**

Mr. Wilson joined the meeting from Roanoke, VA via Zoom.

**AGENDA ITEM 3. ROLL CALL**

Marjorie Austin	Present
Larry Chowning	Present
Alana Courtney	Present
Mayor Bill Goldsmith	Present
Merri Hanson	Absent
Beth Justice	Present
Robbie Wilson	Present (via Zoom)

**Others Present:**

Ted Costin, Town Administrator  
Michele Hutton, Town Treasurer  
Christine Branch, Town Clerk  
Zack Lapinski, Hallinski Properties (via Zoom)  
Members of the public

**AGENDA ITEM 4. PLEDGE OF ALLEGIANCE**

The Mayor led the Pledge of Allegiance.

**AGENDA ITEM 5. APPROVAL OF AGENDA**

**Councilmember Austin made a motion to approve the agenda as presented. Councilmember Justice seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 6-0 w/1 absent.**

**AGENDA ITEM 6. PUBLIC HEARING**

**Item 6.a. Ordinance 001-2025: SUP 2025-01, Hallinski Properties**

Mr. Costin read the staff report included in the agenda package regarding 2025-SUP Application-01: Zack Lapinski, Hallinski Properties to construct of an Additional Dwelling Unit (ADU) above a

storage area in a detached 26' x 26' accessory structure anticipating construction of a single-family primary residence. The location is 181 West Avenue, Tax Map 20A-27-C, 0.270 acres in the R-1 zone. The Planning Commission held a Public Hearing on May 13, 2025 and voted to recommend the application to Council for review (3 aye, 1 abstain, 1 absent). He noted that the property was not located in the Historic District, therefore things such as style and color are not germane.

Mr. Lapinski with Hallinski Properties joined the meeting via Zoom and asked Council for any questions.

Mayor Goldsmith asked the intended purpose of having two dwelling units on the same property. Councilmember Courtney asked if Mr. Lapinski's family will be occupying the property.

Mr. Lapinski said the second dwelling unit is needed for space. He said yes, his family will occupy the property but they have no immediate plans. He said the intent is to build a smaller unit first and a larger unit when they can afford it.

Councilmember Chowning asked for clarification. Mr. Lapinski said he is not asking for anything outside of the Town Zoning Ordinance. He plans to build a dwelling over a 26x26 storage unit first and noted that he's building less than legally allowed under the ordinance.

Mr. Lapinski noted that Ordinance 2024-06 was passed by Council last year for 201 Colorado Avenue for an additional dwelling unit and his request was similar. Councilmember Chowning said that was the conversion of a garage to a dwelling unit and was not quite the same because the structures already existed.

Councilmember Wilson asked if Council could approve an additional dwelling unit before the primary is built. Mr. Costin said, if the four criteria defining a dwelling unit are met, whatever is built first becomes the primary dwelling.

Mr. Lapinski said the second unit may be smaller than is shown on the plat. He has to abide by zoning and fire code.

Councilmember Austin asked how soon construction would begin. Mr. Lapinski said it depends on how long it takes to get a building permit. He anticipates 30-60 days after receiving the permit. The second unit would be constructed as soon as he secures funding.

Mayor Goldsmith opened the Public Hearing Comment Period:

Patsy Panis of 191 Taylor Avenue said she agrees that anyone has a right for a primary residence. Her concern is that the Planning Commission was very confused over the application and some members seemed coerced by others into voting. She said she is not sure what is going to be built there and doesn't understand the need for two dwellings on that size lot. She wants to know the size of the buildings. She is concerned about the number of cars that will be there and said the congestion in the area is already enormous. She said Town Council needs to look into what happened and be transparent and clear about what's being built.



Lisa Wiggins of 190 Colorado said the letter she received said the ADU was over storage, now that's the primary. She said the setbacks are there but it's not right. She said with the density, she is concerned about overdevelopment which will require more services from the Town. She said the previous owner told her she sold the property to an older couple who said their in-laws wanted to move back. She said there are other lots available for development.

Vicki Satterwhite of 150 Colorado said three people approving a plan is not right. She thinks there will be two rental units on the property for the foreseeable future and the street is already 20% composed of short-term rentals. She said she gathered 27 signatures on a petition opposed to the SUP (Attachment A) and Council needed to consider setting a precedent of overdevelopment. She said the people at 201 Colorado told neighbors they would not rent their accessory dwelling unit.

Sharon Sharp of 440 Cross Street said the plat submitted is from 1971, is not a survey, and urged Council to read the text to get more accurate information. She said the Comprehensive Plan calls for low-density residential development and the Zoning Ordinance says due regard to all adjacent uses must be considered. She read Sections 17-4.2.1 which says the purpose of the R-1 district is to provide for low-density single-family homes and 17-3.7 regarding Accessory Buildings. She said she prefers the area stay single-family.

Dan Snead of 271 Colorado Avenue said he moved here in 1986 and doesn't see Urbanna becoming a big place for vacation rentals. He prefers single-family use. He said the Royer water drawings show the area is serviced by a 1.5" water pipe and adding more families will affect water, sewer, and parking.

Meghan Hall of 261 Taylor Avenue said there are several other short-term rentals nearby, including her next-door neighbor but that is not Mr. Lapinski's responsibility. She said the area is desperate for affordable housing and affordable long-term rentals. She said businesses are struggling to find employees. She said she appreciates people are concerned but also wonders if the people asked to sign the petition were told untruths. She said Ms. Satterwhite talked to her about tiny homes and tiny home communities, which is not true.

Sandy Hays of 280 Colorado Avenue said there are seven short-term rentals in Urbanna and three of them are on Kent Street. She said the Town needs to look at reviewing how many are allowed and where and set a cap and limitations going forward. She said she wants Urbanna to stay a quaint little town, not a place filled with people she doesn't know coming and going all the time.

There being no further speakers, Mayor Goldsmith closed the Public Hearing Comment Period.

Mr. Lapinski responded that his request has nothing to do with short-term rentals. He said the Planning Commission's decision was not questionable because they considered the special use of an accessory dwelling unit, not a short-term rental. He said his in-laws are moving back into town and will be living on the property. He said the people at 201 Colorado may have told their neighbors they wouldn't rent their property, but that's not in the ordinance and they still have a right to do so. He said this is not a multi-family dwelling. Regarding the stress on utilities, he said Mr. Costin had contacted all government agencies and none of them had concerns. He said the driveway will exceed the minimums and have four parking spots.

Mr. Costin said everything in the SUP application file is public record and the signup and petition from tonight's meeting will also be in the file. He said he spoke to Council about limiting certain uses when they discussed the short-term rental ordinance in the past and told them they cannot limit one use (STRs) without limiting other uses. He said it is called free market enterprise. He also noted the reason for the cluster of STRs in that area is because of their proximity to the water.

Mayor Goldsmith closed the Public Hearing.

**Councilmember Austin made a motion to defer action on SUP 2025-01 so Council could receive more information. Councilmember Courtney seconded. The Mayor called for any discussion. Mr. Costin said the matter would be placed on the June 12, 2025 agenda under Old Business. The Mayor called for a voice vote. All were in favor with none opposed. The motion passed 6-0 w/1 absent.**

#### **AGENDA ITEM 6. PUBLIC HEARING**

##### **Item 6.b. FY2025-2026 Budget**

Mr. Costin read the staff report included in the agenda package and noted that Council received the budget on May 22, 2025 and the vote on the budget could take place at the June 26, 2025 meeting.

Mayor Goldsmith opened the Public Hearing Comment Period

Meghan Hall of 261 Taylor Avenue spoke on behalf of Urbanna Main Street and asked Council to consider adding them as a line item in the budget. She said this would not only help them operate, but also legitimize them. She said they want to hire a part-time Executive Director and this is an investment in all of Urbanna.

There being no further speakers, Mayor Goldsmith closed the Public Hearing Comment Period.

Councilmember Courtney said economic development is very important and thinks \$5,000 is a fair amount to give it a try.

Mayor Goldsmith said the Finance Committee did not include Main Street in the budget because they were having trouble balancing it.

Councilmember Austin asked if it could be done as a one-time expense from the Taber Fund. Mayor Goldsmith said the Finance Committee will consider it and discuss it at their next meeting.

#### **AGENDA ITEMS 7 & 8. PUBLIC COMMENT AND COUNCIL RESPONSE TO PUBLIC COMMENT**

There were no speakers for public comment.

#### **AGENDA ITEMS 9 & 10. WORK SESSION MATTERS AND ACTION ITEMS**

There were no additional work session matters or action items.

#### **AGENDA ITEM 11. COUNCIL ANNOUNCEMENTS & REQUESTS**

Mayor Goldsmith said he received an email from Oceana.org saying the Bureau of Ocean Energy Management (BOEM) is currently seeking public input on its upcoming 11th National Outer

Continental Shelf Oil and Gas Leasing Program, which could expand offshore oil and gas drilling near our coast. Council passed a resolution opposing offshore drilling in 2018. This is an opportunity for citizens to express their views. The information and link will be placed on the Town website and Facebook page.

Councilmember Austin said the next Second Saturday is June 14<sup>th</sup> and features Ray Pittman.

**AGENDA ITEM 11. CLOSED MEETING**

**11a. Motion to Convene Closed Meeting**

Councilmember Austin made a motion to convene in Closed Meeting in accordance with Section 2.2-3711 (A)(3) to discuss or consider the acquisition of real property for a public purpose, 390 Virginia Street, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Council; and Section 2.2-3711 (A)(7) for briefings by staff members pertaining to probable litigation against a known party, where such briefing in open meeting would adversely affect the negotiating or litigating posture of the Council. Councilmember Chowning seconded. The Mayor called for any discussion. All were in favor with none opposed.

The motion passed 6-0 w/1 absent.

**11b. Motion to Reconvene in Open Session**

Councilmember Austin made a motion to reconvene in open session. Councilmember Justice seconded. The Mayor called for any discussion. All were in favor with none opposed.

The motion passed 6-0 w/1 absent.

**11c. Certification of Closed Meeting**

Councilmember Austin made a motion to approve Standing Resolution – 1 (SR-1) certifying compliance with the Freedom of Information Act. Mayor Chowning seconded. The members were polled:

Marjorie Austin .....	Certify
Larry Chowning .....	Certify
Alana Courney .....	Certify
Bill Goldsmith (Mayor) .....	Certify
Merri Hanson .....	Absent
Beth Justice .....	Certify
Robbie Wilson .....	Certify

**STANDING RESOLUTION – 1 (SR-1)**

**A RESOLUTION TO CERTIFY COMPLIANCE WITH THE FREEDOM OF INFORMATION ACT  
REGARDING MEETING IN CLOSED MEETING**

**WHEREAS** the Town Council of the Town of Urbanna has convened a Closed Meeting on May 22, 2025 pursuant to an affirmative recorded vote, and in accordance with the provisions of the Virginia Freedom of Information Act; and,

**WHEREAS** Section 2.2-3712 (D) of the Code of Virginia requires a certification by the Town Council of the Town of Urbanna that such Closed Meeting was conducted in conformity with Virginia law;

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council of the Town of Urbanna hereby certifies that, to the best of each member's knowledge:

1. Only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were heard, discussed, or considered by the Town Council of the Town of Urbanna in the Closed Meeting to which this certification resolution applies; and
2. Only such public business matters as were identified in the motion convening the Closed Meeting were heard, discussed, or considered by the Town Council of the Town of Urbanna.

**DONE** this 22nd day of May, 2025.

**11d. Action on Closed Meeting**

No action was taken as a result of the Closed Meeting.

**AGENDA ITEM 12. ADJOURN OR RECESS**

**Councilmember Austin made a motion to adjourn. All were in favor with none opposed. The meeting was adjourned at 7:40pm.**

Respectfully submitted,  
**Christine H. Branch, Town Clerk**

Approved by Council: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Christine H. Branch, Town Clerk

**ATTACHMENT A**

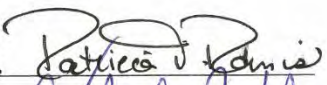
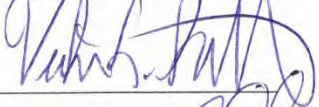
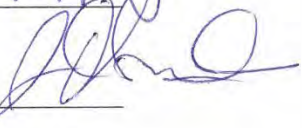




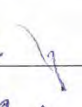
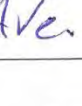
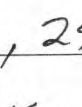

May 15, 2025

We, the undersigned citizens of The Town of Urbanna, are opposed to the planned development of 181 West Avenue by Zack Lapinski, Hallinski Properties LLC. We believe by approving this application the town would be setting a precedence for overdevelopment, and under Code 17-9.4(a) would have adverse effects on the surrounding neighborhood.

NAME

ADDRESS

SIGNATURE

- 1 PATRICIA T. PANIS 191 TAYLOR AVE. URBANNA. 
- 2 Vicki L. Satterwhite 150 Colorado Ave 
- 3 SAMBS SNEAD 271 COLORADO AVE. 
- 4 Jane Follard 63 Island Drive 
- 5 SHARON SHARP 440 CROSS ST 
- 6 Chad Winget 440 Cross St 
- 7 Bobbie Jo Kubank 371 Virginia St. 
- 8 Jan Hays 280 Colorado Ave 
- 9 Lundy Hays 280 Colorado Ave. 
- 10 Kathy Wakefield Buxton, 290 Kent Street 
- 11 Joseph A. Buxton 290 KENT ST, Urbanna VA 

7-9.4(a) would

SIGNATURE

12 Dave Lipscombe 291 Howard St *Dave*

13 Joanna Hackney 240 Colorado *Joanna Hackney*

14 Charles HACKNEY 240 Colorado *Charles Hackney*

15 Emily Eaves 224 West Ave *Emily Eaves*

16 <sup>Wilkins</sup> ~~Timothy Wilkins~~ 110 West Ave *Timothy Wilkins*

17 Robert Eaves 224 West Ave *Robert Eaves*

18 Steve Chapman 221 Colorado Ave. *Steve Chapman*

19 Mike Matthews 261 West Avenue *Mike Matthews*

20 Sue Warner 353 Cross St. *Sue Warner*

21 JUD RIETDORF 190 COLORADO AVE *Jud Riendorf*






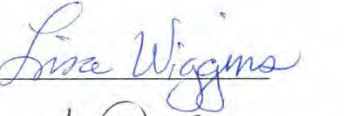

May 15, 2025

We, the undersigned citizens of The Town of Urbanna, are opposed to the planned development of 181 West Avenue by Zack Lapinski, Hallinski Properties LLC. We believe by approving this application the town would be setting a precedence for overdevelopment, and under Code 17-9.4(a) would have adverse effects on the surrounding neighborhood.

NAME

ADDRESS

SIGNATURE

12	J. Marc Carraway	151 Taylor Ave, Urbanna	
3	Richard V. Bradley	150 Colorado	
24	LISA POWERS	210 COLORADO AVENUE	
25	Lisa Wiggins	190 Colorado Ave	
26	KIRSTEN LADENDORF	171 TAYLOR AVE	



**TOWN  
COUNCIL**

**Agenda Item Summary**

**JUNE 12, 2025**

**Agenda Item: 8 – STAFF & COMMITTEE REPORTS**

**a. Staff Reports**

1. Town Administrator – Ted Costin
2. Treasurer – Michele Hutton
3. Town Clerk – Christine Branch

**b. Committee Reports – each committee chair will present their report**

1. Finance
2. Water
3. Events
4. Personnel





## TOWN OF URBANNA

390 VIRGINIA ST. SUITE B, PO BOX 179, URBANNA, VA 23175  
PHONE: 804-758-2613, FAX: 804-758-0389

---

To: The Honorable Mayor and Members of the Urbanna Town Council  
From: P. S. T. (Ted) Costin, Administrator  
Date: June 3, 2025  
Subject: May 2025 Report given June 2025

I attended a meeting of the Finance Committee at which time a draft response to the Audit Management Letter was reviewed/edited. A final version (attached) shared with the Finance Committee will go out tomorrow.

As to Marina (Big Grant) as well as the end of Virginia Street (to be taken up separately) we await follow-up action from both VDH and the PDC. Both have been contacted for follow-up. Reviewed MPPDC Transportation Plan.

I developed a Bid Solicitation Document for the Museum entrance and sent to three contractors and I reviewed and commented on the MPPDC Transportation Plan. Budget finalization, zoning to include on-going Special Use Permit, and Drone Show have all been worked as well.

I continue to engage in the All (Natural) Hazards Mitigation Plan development efforts. Related to this topic, it is that time of year when we try to reason with hurricane season and I listened in on Dominion Power's Pre-Hurricane Season Brief. Also, the Marina Manager has seen to the ability of most boats; one or two remain to be done as of this writing, to move out as required by the lease agreement.

I consulted with VDOT as well as HRSD regarding HRSD manhole issue. As council heard during its work session, a project to uncover manholes is being taken up by HRSD and those will be brought to grade. As to timeline, project to be completed before Labor Day. The resolution of the recent paving being above manhole cover grade has been resolved by cold patching all manhole covers.

The "No Wake" concern for Urbanna Creek has progressed to the point I was able with Council Member Wilson's assistance to get out and document location of signs where they exist. This information has been sent to VMRC.

Although the Well 6 project final inspection of water and site stabilization was held on May 8<sup>th</sup> and a successful result achieved, under regular use some testing revealed issues with pump pressure. Corrective action has been taken to include shutting off Well 6, full utilization of Well 5, and resealing of the drop pipe. This has delayed fencing of the area for security. Staff continues pulling together documentation to close on the loan with USDA.

If you have any questions or concerns, please bring them forward.



## TOWN OF URBANNA

390 VIRGINIA ST. SUITE B, PO BOX 179, URBANNA, VA 23175  
PHONE: 804-758-2613, FAX: 804-758-0389

---

June 13, 2025

Audrey Davis  
Davis Associates  
9841 Brokenland Parkway  
Suite 100  
Columbia, Maryland 21046

Dear Ms. Davis:

This communication serves as the Management Response to the Management Letter for the Year Ended June 30, 2024.

Please note the following:

Management will utilize a member of its Finance Committee to conduct monthly reviews.

Management will coordinate with the Treasurer to continue to train with Edmunds on the accounting system as needed.

Management will have other staff engage in the above referenced training.

Thank you.

Sincerely,

P.S.T. (Ted) Costin  
Town Administrator



## Treasurer's Report

The Balances Below Reflect Bank Statements as of Month's End.

Account Balance thru 4/30/2025	Prior Year	Prior Month	Statement Date
	4/30/24	3/31/25	4/30/25
Primis Bank General Operating Bank Account	996,065.21	1,056,460.37	998,996.98
Renter Water Deposits	-17,101.66	-18,776.66	-19,226.66
Net Operating General Bank Account (Adjusted Bal)	992,328.50	1,056,670.78	997,545.74
Primis – USDA Well Replacement reopened (8/2/24)	CLOSED 4/22	76,626.24	52,699.04
C&F Bank Historic Trust (new 3/1/2023)	49,412.78	64,356.21	65,164.32
C&F Bank - Water Fund Reserve (11 mo CD) 11/16/25	116,847.00	121,127.71	122,304.47
C&F Bank - General Fund Reserve (11 mo CD) 11/16/25	96,669.97	100,211.48	101,185.04
C&F Bank -Operating Reserve (11 mo CD) 11/16/25	404,896.55	419,729.98	423,807.69
Taber Trust – Account Value	982,294.68	1,037,941.89	1,038,306.34
Taxes listed below are collected for prior month(s)	4/30/24	3/31/2025	4/30/25
Meals Tax collected in April	13,237.36	9,958.28	12,606.26
Lodging Tax collected in April	2,812.03	1,455.98	2,299.97
Cigarette Tax collected in April	636.81	472.95	808.11

### EXPENDITURES:

- 4/1 Docks of the Bay \$27,500
- 4/1 Town of Kilmarnock -River's Realm \$5,000

### REVENUE:

- 04/15/2025 C&F certificate of deposit interest total paid \$6,228.03

Meals Tax

Town of Urbanna  
2025 Revenue Summary by Month

May 15, 2025  
10:45 AM

Range of Accounts: 100-12110-0001 to 100-12110-0001											
Type: Revenue Activity Includes Accounts with Zero Activity: N											
Subtotal CAFR: No											
Account No	Description		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Total											Apr
100-12110-0001	Meals Tax - Local										
133946.70	14797.23	16604.09	15038.79	13071.47	13278.88	15974.11	9951.33	12644.22	9958.28	12606.26	
Fund Total											
133946.70	14797.23	16604.09	15038.79	13071.47	13278.88	15974.11	9951.33	12644.22	9958.28	12606.26	
Grand Total	Count: 1										
133946.70	14797.23	16604.09	15038.79	13071.47	13278.88	15974.11	9951.33	12644.22	9958.28	12606.26	

Town of Urbanna  
2025 Revenue Summary by Month

Lodging Tax

May 15, 2025  
10:44 AM

Range of Accounts: 100-12100-0001 to 100-12100-0001											
Type: Revenue Activity Includes Accounts with Zero Activity: N											
Subtotal CAFR: No											
Account No	Description		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Total											Apr
100-12100-0001	Lodging Tax										
27993.05	2610.92	5686.36	1869.72	1194.09	6055.32	2737.22	965.24	1427.07	1455.98	2299.97	
Fund Total											
27993.05	2610.92	5686.36	1869.72	1194.09	6055.32	2737.22	965.24	1427.07	1455.98	2299.97	
Grand Total	Count: 1										
27993.05	2610.92	5686.36	1869.72	1194.09	6055.32	2737.22	965.24	1427.07	1455.98	2299.97	

# Water Sales

May 15, 2025  
10:41 AM

Town of Urbanna  
2025 Revenue Summary by Month

Range of Accounts: 500-17010-0001 to 500-17010-0001 Start Month: July Start Year: 2024  
Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 05/15/25  
Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
500-17010-0001	Water Sales Charges										
306773.60	58031.08	26379.71	21701.77	20767.86	28954.24	28773.17	34829.62	32271.50	24657.95	30406.70	
Fund Total											
306773.60	58031.08	26379.71	21701.77	20767.86	28954.24	28773.17	34829.62	32271.50	24657.95	30406.70	
Grand Total	Count: 1										
306773.60	58031.08	26379.71	21701.77	20767.86	28954.24	28773.17	34829.62	32271.50	24657.95	30406.70	



## **MEMORANDUM**

**Date:** June 12, 2025  
**To:** The Honorable Mayor and Members of the Town Council  
Town Administrator  
**From:** Christine H. Branch, Town Clerk  
**Subject:** Monthly Clerk's Report (No action required)

### **COMPLETED PROJECTS**

- Awaiting receipt of final Municode product
- Developed draft bylaws for the Planning Commission for their review and approval
- Researched town code regarding zoning issues
- Attended Planning Commission meeting and prepared minutes
- Prepared public notices, meeting agendas, minutes, Resolutions, and Ordinances as needed

### **ONGOING PROJECTS**

- Town Code
- Town files; found 4 of 9 sets of missing minutes from 2020-2021 by reviewing old emails
- Continue scanning documents for electronic retention; investigating email archiving but need access to accomplish this
- Continue updating website with current information and links
- Continue disposition process for expired records in accordance with Library of Virginia retention and disposal schedules
- Continue writing records management policy and procedure and other policies

### **FUTURE PROJECTS**

- Scan and send all minutes to Library of Virginia for microfilm storage
- Develop draft bylaws for BZA for their review and approval
- Conversion of paper records to electronic to ensure compliance with Virginia Public Records Act and best practices

### **TRAINING**

- Attended free 2025 SERI STEER Unconference (Electronic Records)
- Attended free VAGARA webinar on best practices for scanning records for digitizing
- Attended 2025 VML Small Towns Conference
- Attended free DEQ webinar on efforts to protect and restore Chesapeake Bay
- Upcoming – several free webinars on issues and legislation affecting the Clerk's office and general local governance



**TOWN  
COUNCIL**

**Agenda Item Summary  
FOR ALL REGULAR MEETINGS**

**Agenda Item: 9 – PUBLIC COMMENT 1**

Mayor opens Public Comment Period and asks if all who desire to speak have had a chance to sign up.

NO SPEAKERS: Mayor closes Public Comment Period.

SPEAKERS: Mayor explains that each individual has five minutes to address Council on matters not scheduled for Public Hearing. Clerk will keep time.

**Agenda Item: 10 – COUNCIL RESPONSE TO PUBLIC COMMENT 1**

After all speakers have been heard, Mayor asks for any councilmember response.

Councilmembers may provide brief responses to issues such as clarifications of facts, answers to questions, etc. Councilmembers shall limit their response to only those comments presented during the immediately preceding public comment period.



## Agenda Item Summary

JUNE 12, 2025

### Agenda Item: 11 – UNFINISHED BUSINESS

#### 11a. Ordinance 001-2025: SUP 2025-01, Hallinski Properties LLC

**Background:** Council held a public hearing on the above matter on May 22, 2025. Case related materials were conveyed in that meeting's packet. Following the hearing, staff was asked to get more information concerning a prior case (2024-SUP-03/Harrelson) cited by the present applicant. That application was conveyed under separate cover. Please note the following:

*Harrelson converted an existing structure that did not meet setbacks.*

*Proposal in the subject case is to build new and meet setbacks.*

*Harrelson's construction has been confirmed to not have a kitchen; thus, it is not a dwelling, but guest house with the living area doubling as a sleeping area and bath facilities. It was advertised as conversion of a garage to an Additional Dwelling Unit.*

*Proposal does not include an interior layout as zoning considers use and placement; not internal arrangement, but the agent has indicated all four dwelling unit elements will be in place.*

Council has also received a copy of the petition presented during the hearing. As well, staff was asked and answered general questions about provisions concerning Additional Dwelling Units, accessory building construction, construction timing and that was conveyed to the council under separate cover.

**Fiscal Impact:** Unknown, but some with any improvement to the property via real estate taxes and utility service charges.

**Staff Recommendation:** Previously provided; approve with conditions.

**Council Action Requested:** Yes, but council has one year from the date of application to act.

**Sample Motion:** I move to (adopt/adopt with conditions noted (or more/less)/deny/defer) Ordinance 001-2025 granting Special Use Application 2025-SUP-01.



*Proposed for Approval by the Urbanna Town Council  
June 12, 2025 Meeting*

**ORDINANCE 01-2025 (Uncodified)**

**SPECIAL USE PERMIT APPLICATION 2025-SUP-01**

**181 WEST AVENUE, HALLINSKI PROPERTIES, LLC,**

**TO CONSTRUCT AN ADDITIONAL DWELLING UNIT**

**TAX MAP NO. 20A-27-C IN R-1 ZONING DISTRICT, +/-0.270 ACRES**

**WHEREAS** the applicant, Zack Lapinski, Hallinski Properties, LLC, applied for a Special Use Permit to construct an Additional Dwelling Unit (ADU) at 181 West Avenue, Urbanna, VA 23175 (Tax Map No. 20A-27-C, Zoned R-1); and

**WHEREAS** the Town of Urbanna Zoning Ordinance allows for the construction and use of accessory buildings as a permitted use and structure in the R-1 zoning district (§17.4.2.2.); and

**WHEREAS** the Town of Urbanna Comprehensive Plan land use goals and objectives encourage harmonious use of the land as the area is primarily residential; and

**WHEREAS** the configuration of the lot and imposition of setbacks leaves a significant area of open space and would not “unreasonably impair an adequate supply of light and air to adjacent property” as outlined in §17-9.4(a) of the Urbanna Town Code; and

**WHEREAS** Town staff finds, per §17-9.4(a) of the Urbanna Town Code, the proposed use would not have an adverse effect on the surrounding neighborhood; and

**WHEREAS** the Urbanna Planning Commission held a duly advertised Public Hearing pursuant to Code of Virginia §15.2-2204 on May 13, 2025 to accept comment from adjacent home owners and the general public and voted to recommend approval by Town Council (3 aye, 1 abstain, 1 absent) with six conditions; and

**WHEREAS** the Urbanna Town Council held a duly advertised Public Hearing pursuant to Code of Virginia §15.2-2204 on May 22, 2025 to accept comment from adjacent home owners and the general public;

**NOW, THEREFORE, BE IT ORDAINED** by the Urbanna Town Council that Special Use Permit 2025-01 is hereby granted for Tax Map No. 20A-27-C, 181 West Avenue, to permit construction of an Additional Dwelling Unit (ADU) subject to the following six conditions:

1. All federal, state and local laws shall be observed at all times with particular reference to second floor ingress and egress for the additional dwelling unit.
2. No ingress/egress will be added to the Cross Street side of the property.
3. The property shall be maintained in a clean and orderly manner at all times.
4. The Additional Dwelling Unit will not be rented for periods less than thirty (30) days.

*Proposed for Approval by the Urbanna Town Council  
June 12, 2025 Meeting*

---

34 5. If owner and/or applicant violates any of the conditions above or fails to adhere to the  
35 representations set forth in the application and supporting materials, this special use permit  
36 may be terminated upon notice being given the applicant and hearing by the Town Council.

37 6. This Ordinance shall be recorded in the Middlesex County Clerk's Office by the property  
38 owner; the property owner shall provide a stamped copy of the recorded Ordinance to the  
39 Town Administrator.

40 This Ordinance shall take effect upon adoption.

41 **ADOPTED** this 12<sup>th</sup> day of June, 2024.



## Agenda Item Summary

JUNE 12, 2025

### Agenda Item: 11 – UNFINISHED BUSINESS

#### 11b. Resolution 2025-008: FY25-26 Budget Approvals & Appropriations

**Background:** Since the beginning of 2025, the Finance Committee and staff have worked to develop the proposed Fiscal Year 2025-2026 Budget for the Town of Urbanna. Behind the scenes, but significant, community partners were approached for their requests, the format has been altered to better align with financial systems used day-to-day, and one time line items have been eliminated although the record of these is retained.

In the packet you will find the entire Town of Urbanna proposed Fiscal Year 2025-2026 Budget as recommended by the Finance Committee and put before public hearing on May 22, 2025.

**Fiscal Impact:** As proposed:

The General Fund revenues and expenses balances at \$749,544 with no tax increase. This figure includes Self-Funding Community Activities revenues and expenses, which balance at \$7,200. This also includes an across the board 3% cost of living adjustment. Exclusion of the Clerk in this regard was an oversight and adjustment made as follows:

In Expenditures:

Add to Town Clerk Salary \$1650. This alters VRS, Medicare, and Social Security an additional \$991.65 (\$992)

Total: \$2,641.65 (\$2,642)

Reduce Telecommunications and Cell Phones to \$9,000 from \$10,000, Landscape Contract Services to \$19,000 from \$20,000, and Part Time Administrative Assistant to \$2358 from \$3,000.

While evaluations were conducted on key personnel this year, this effort will be expanded next year and to the degree raises are possible those evaluations along with seniority will be a factor in any pay increase. No fees are proposed for increase, but this too is subject to alteration to capture “the true cost of doing business”.

The request for Main Street funding was referred to the Finance Committee. They met and recommend \$1,000 from Promotional Requests which was already included in the proposed budget at \$1,500 be

directed to the Main Street effort. This would leave \$500 available for any other request council might receive and choose to support.

The Water Fund revenues and expenses balances at \$380,000 with in-town bi-monthly water rate of minimum usage 6,000 Gallons \$54.71 Over 6,000 Gallons \$5.08 per thousand gallons and out-of-town bi-monthly water rate of minimum usage 6,000 Gallons \$87.23 Over 6,000 Gallons \$8.40 per thousand gallons. These figures reflect an increase.

The Taber Fund revenues and expenses balances at \$30,000. This does not reflect the current fund balance which varies with the financial markets.

The Upton's Point Marina revenues and expenses balances at \$78,650.

**Staff Recommendation:** Adopt the Fiscal Year 2025-2026 Budget as presented this evening which reflects the proposal submitted to public hearing as well as appropriation authorization and carry over.

**Council Action Requested:** Yes. Adopt Resolution 2025-008 approving the Fiscal Year 2025-2026 Budget as presented this evening which reflects the proposal submitted to public hearing as well as appropriation authorization and carry over.

**Sample Motion:** I move to adopt Resolution 2025-008 approving and appropriating the Town of Urbanna Operating Budgets and Capital Improvement Program for fiscal year 2025-2026.

**RESOLUTION 2025-008**  
**FY2025-2026 BUDGET APPROVALS & APPROPRIATIONS FOR THE TOWN OF URBANNA**  
**OPERATING BUDGETS AND CAPITAL IMPROVEMENT PROGRAM**

**WHEREAS** the Urbanna Town Council has prepared and duly advertised a FY2025-2026 budget for informative and fiscal planning purposes; and

**WHEREAS** a Public Hearing, advertised in accordance with Code of Virginia §15.2-2506, was held on May 22, 2025 to accept comment from the general public; and

**WHEREAS** it is necessary to approve the FY2025-2026 budget and appropriate sufficient funds for the contemplated expenditures as contained in the FY2025-2026 budget;

**NOW THEREFORE BE IT RESOLVED** by the Urbanna Town Council that:

**SECTION 1**

The following amounts aggregating \$1,238,194 are approved and appropriated as set forth in the attached budget document, subject to the conditions set forth in this Resolution for the fiscal year beginning July 1, 2025 and ending June 30, 2026.

**SECTION 2**

It is the intent of the Urbanna Town Council that all taxes levied during FY2025-2026 be appropriated for FY2025-2026.

**SECTION 3**

The Town Administrator may authorize the transfer of any unencumbered balance, or portion thereof, from one classification of expenditure to another within the same department or appropriation category.

**SECTION 4**

The Town Administrator may increase appropriations for non-budgeted revenue that may occur during the fiscal year as follows:

1. Insurance recoveries received for damage to any town property.
2. Refunds or reimbursements made to the town.

**SECTION 5**

All outstanding encumbrances, both operating and capital, in all town funds at June 30, 2025 shall be an amendment to the adopted budget and shall be reappropriated to the 2025-2026 fiscal year to the same department and account for which they were assigned in the previous year subject to any applicable public hearing requirements.

**SECTION 6**

Appropriations designated for capital projects will not lapse at the end of the fiscal year. The Town Administrator may approve transfers between funds to enable the capital projects to be accounted for properly. Upon completion of a capital project, the Town Administrator is authorized to close out the project and transfer any remaining balances to the original funding source.

**SECTION 7**

The Town Administrator is authorized to approve transfers among capital projects as long as funding sources are consistent and total net appropriation is not increased. If the actual contract amount for a project is less than the appropriation, the Town Administrator may approve the transfer of excess funds back to the original funding source upon completion of the project.

**SECTION 8**

Upon completion of a grant program, the Town Administrator is authorized to close the grant and transfer balances back to the funding source.

**SECTION 9**

The Town Administrator is authorized to approve transfers among funds and as long as the total net appropriation is not increased.

**SECTION 10**

All appropriations are declared to be maximum, conditional, and proportionate appropriations, but only in the event that the aggregate revenues collected and other resources available during the fiscal year ending June 30, 2026, for which the appropriations are made, are sufficient to pay all the appropriations in full; otherwise, said appropriation shall be deemed to be payable in such proportion as the total sum of all realized revenue is to the total amount of the revenues estimated by the Town Council to be available for appropriation in the fiscal year ending June 30, 2026.

**SECTION 11**

No department, agency or individual receiving appropriations under the provisions of this Resolution shall exceed the amount of its or his appropriation except with the prior consent and approval of the Town Council.

**SECTION 12**

The Town Administrator is authorized to make such rearrangements of positions and appropriations within the several departments under the control of the Town Council that may best meet the needs and interests of the Town of Urbanna, Virginia.

*Proposed for Adoption by the Urbanna Town Council  
June 12, 2025 Regular Meeting*

66 **SECTION 13**

67 This Resolution shall be effective on and after July 1, 2025.

68 **DONE** this 12th day of June, 2025.

<b>GENERAL FUND - REVENUE</b>		<b>FY2024-2025</b>
100-11010-0001	Current Real Estate Taxes	260,000
100-11020-0001	Public Service Corp Taxes	3,100
100-11030-0001	Current Year Personal Property	9,000
100-11060-0001	Penalties	200
100-11060-0002	Interest Taxes	500
	<b>Subtotal Taxes</b>	<b>272,800</b>
100-12010-0001	State Sales Tax	30,000
100-12020-0001	Consumer Utility Tax	2,500
100-12030-0001	Business License Tax	7,500
100-12050-0001	Motor Vehicle License Tax	9,500
100-12060-0001	Bank Franchise Tax	45,000
100-12100-0001	Lodging Tax	25,000
100-12110-0001	Meals Tax - Local	180,000
100-12110-0003	Oyster Festival Meals Tax	18,000
100-12110-0006	Oyster Festival Business License	21,000
100-12160-0001	Communication Sales & Use Tax	2,000
	<b>Subtotal Other Local Taxes</b>	<b>340,500</b>
100-13030-0006	Zoning Advertising Fees	500
100-13030-0007	Zoning & Subdivision Permits	1,800
100-13030-0033	Golf Cart Registration	3,000
100-15010-0001	Interest Operating Account	15,000
100-15020-0001	Rental of Property	45,000
	<b>Subtotal Permits &amp; Fees</b>	<b>65,300</b>
100-16120-0001	Annual Pool Memberships	15,000
100-16120-0002	Daily Pool Fees	2,000
100-16120-0003	Pool Parties	500
	<b>Subtotal Marshall Community Pool</b>	<b>17,500</b>
100-18990-0001	Donation Visitor's Center	600
100-18990-0013	Visitor's Center Merchandise Donations	1,000
100-18990-0021	Misc Revenue	500
100-18990-0040	Cat's Meow	200



*Proposed for Adoption by the Urbanna Town Council  
June 12, 2025 Regular Meeting*

110-15010-0001	Interest on Bank Dep -Historic Trust	1,500
110-18990-0001	Donations (MOM Grant)	5,000
	<b>Subtotal Museum &amp; Visitor's Center</b>	<b>8,800</b>
100-22010-0009	PPTRA	6,000
100-41500-0100	Transfer In (From Marina)	16,444
100-24040-0012	Fire Program Funds	15,000
130-18990-0055	Banners & Flags	2,000
132-02020-2200	Second Saturdays - Merchandise Donation	200
132-02020-2222	Second Saturdays - Sponsors	5,000
	<b>Subtotal Other</b>	<b>44,644</b>
	<b>GENERAL FUND TOTAL REVENUE</b>	<b>749,544</b>
<b>GENERAL FUND - EXPENSES</b>		<b>FY2024-2025</b>
100-11100-5510	Mileage	100
100-11100-5540	Convention & Education	1,000
100-11100-5810	Dues & Memberships	20,105
	<b>Subtotal Town Council</b>	<b>21,205</b>
100-11200-1100	Salaries & Wages - Regular	35,226
100-11200-2100	FICA	3,206
100-11200-2210	VRS	1,341
100-11200-2300	Hospital/Medical	14,000
100-11200-2400	Group Insurance Life	690
	<b>Subtotal Town Treasurer</b>	<b>54,463</b>
100-11300-1100	Salaries & Wages - Regular	56,650
100-11300-2100	FICA	5,172
100-11300-2210	VRS	550
100-11300-2300	Hospital/Medical	14,000
100-11300-2400	Group Insurance Life	1,089
	<b>Subtotal Town Clerk</b>	<b>77,461</b>
100-12110-1100	Salaries & Wages - Regular	87,550
100-12110-2100	FICA	7,967
100-12110-5510	Mileage	8,400
	<b>Subtotal Town Administrator</b>	<b>103,917</b>
100-12210-3150	Legal Services	27,000
100-12240-3160	Audit	5,000
100-12500-3000	Computer/Tech Support	15,000
100-12500-3001	Web Hosting and Maintenance	2,500
100-12500-9050	Edmunds Annual Fees/Support	10,000
	<b>Subtotal Professional Services</b>	<b>59,500</b>
100-12600-1300	Part-Time Assistant	2,358

*Proposed for Adoption by the Urbanna Town Council  
June 12, 2025 Regular Meeting*

100-12600-2100	FICA	228
100-12600-2600	Unemployment Insurance	800
100-12600-3310	Repairs & Maintenance	2,000
100-12600-3600	Procedural Advertising	7,500
100-12600-5110	Electrical Service	5,500
100-12600-5210	Postal Services	3,000
100-12600-5230	Telecommunications & Cell Phones	9,000
100-12600-5300	Insurance VML	19,000
100-12600-5510	Mileage	300
100-12600-5530	Meals & Lodging	1,000
100-12600-5540	Convention & Education	1,500
100-12600-5801	Miscellaneous	1,500
100-12600-5810	Dues & Association Memberships	1,500
100-12600-6001	Office Supplies	4,000
100-12600-6002	Food Supplies & Food Service	300
100-12600-6005	Housekeeping/Janitorial Supplies	500
100-12600-6012	Books & Subscriptions	1,000
100-12600-8102	Furniture & Fixtures	200
100-12600-8106	Sewer Charges	500
100-12600-8107	EDP Equipment	10,000
100-12600-9310	Hazardous Mitigation Plan	400
100-12600-9300	General Admin Expense Other	1,000
100-12600-9400	Rent	40,032
	<b>Subtotal Other Admin Services &amp; Expenses</b>	<b>113,118</b>
100-32200-5612	Fire Department Grant	15,000
100-33300-3000	Reverse 911 Services	500
	<b>Subtotal Public Safety</b>	<b>15,500</b>
100-42300-1900	Refuse Contract	90,600
100-42300-3310	Repairs & Maintenance	5,000
100-42300-5110	Electrical Service Street/Bridge/Event	11,000
100-42300-6030	Garbage Supplies	100
	<b>Subtotal Public Works</b>	<b>106,700</b>
100-71100-3310	Repairs & Maintenance	3,000
100-71100-5110	Electrical Service Playground/Pavilion	500
100-71100-6002	Bristow Pavilion	100
100-71100-6003	Landscape & Gravel	5,000
100-71100-6006	Landscape Contract Services	19,000
100-71100-6007	Repairs & Maintenance Supplies	1,800
100-71100-6008	Vehicle & Powered Equipment Fuels	1,200

*Proposed for Adoption by the Urbanna Town Council  
June 12, 2025 Regular Meeting*

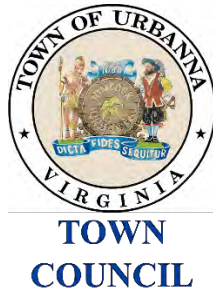
100-71100-6009	Vehicle & Powered Equipment Supp	500
100-81100-5841	Taber Park Potty	3,000
	<b>Subtotal Parks &amp; Rec</b>	<b>34,100</b>
100-71320-3315	Chemicals	1,000
100-71320-3320	Maintenance Service Contracts	62,700
100-71320-3600	Advertising	150
100-71320-5110	Electrical Service Pool	2,000
100-71320-6014	Other Operating Supplies	50
100-71320-8102	Furniture & Fixtures	500
100-71320-8106	Sewerage Charges	500
	<b>Subtotal Marshall Community Pool</b>	<b>66,900</b>
100-81100-3600	Advertising (Rivers Realm)	5,000
100-81100-3607	Procedural Advertising	500
100-81100-5510	Promotional Requests	1,500
100-81100-5840	Founders Day	2,500
100-81100-5842	July 4th Celebration	15,000
100-81100-5870	MITS / Blue Water Trail	1,500
100-81100-9600	Christmas Decorations	1,000
100-81600-3800	Trolley Purchase of Services	8,600
	<b>Subtotal Community Development</b>	<b>35,600</b>
100-81110-1400	OF Bus Lic Reimburse Police Servi Agrmnt	21,000
100-81110-3600	Advertising	150
100-81110-3800	Permits	100
	<b>Subtotal Oyster Festival</b>	<b>21,250</b>
100-81700-1300	Salaries & Wages - Part Time	10,530
100-81700-2100	FICA	800
100-81700-3310	Repairs & Maintenance	5,000
100-81700-3320	Security Contracts	4,000
100-81700-5110	Electrical Service Museum	1,900
100-81700-5230	Telecommunications	1,000
100-81700-6007	Repairs & Maintenance Supplies	500
100-81700-6015	Merchandise for Resale	1,000
100-81700-8102	Furniture & Fixtures	100
100-81700-8105	Sewerage Charges	300
100-81700-8106	SUPPLIES - SPECIAL EVENTS & OTHER	1,000
<b>110-43100-5410</b>	Museum Expense	<b>6,500</b>
	<b>Subtotal Museum &amp; Visitor's Center</b>	<b>32,630</b>
130-81100-5850	Banners & Flags Lamp posts	2,000
132-13200-1000	SECOND SATURDAY'S ADVERTISING	200

*Proposed for Adoption by the Urbanna Town Council  
June 12, 2025 Regular Meeting*

132-13200-3000	SECOND SATURDAY'S ENTERTAINMENT	3,000
132-13200-4000	SECOND SATURDAY'S SECURITY	2,000
	<b>Subtotal Self-Funding Events</b>	<b>7,200</b>
	<b>GENERAL FUND TOTAL EXPENSE</b>	<b>749,544</b>
<b>UPTON'S POINT MARINA</b>		<b>FY2024-2025</b>
140-15020-0003	Marina and Transient Fees	70,000
140-15020-0005	Oyster Festival Boat Slip Fees	5,000
140-15020-0006	Laundry	1,000
140-15020-0008	Ice Sales	750
140-15020-0009	Facilities Pumpout-User-Oyster Boat	400
140-15020-0010	Ramp Fees	1,500
	<b>UPTON'S POINT MARINA TOTAL REVENUE</b>	<b>78,650</b>
140-43100-1300	Part-time Salaries & Wages	27,593
140-43100-2100	FICA	2,097
140-43100-3310	Repairs & Maintenance	10,216
140-43100-5110	Electrical Service MARINA	12,000
140-43100-5230	Telecommunications	2,300
140-43100-5300	Insurance	1,700
140-43100-6001	Office Supplies	300
140-43100-6007	Repairs & Maintenance Supplies	1,000
140-43100-6009	Dues and Subscriptions	200
140-43100-6100	Other Operating Supplies	17,444
140-43100-6200	ICE	300
140-43100-8103	Sewerage Charges	3,000
140-43100-8104	PROPANE (HOT WATER)	500
	<b>UPTON'S POINT MARINA TOTAL EXPENSE</b>	<b>78,650</b>
<b>WATER FUND</b>		<b>FY2024-2025</b>
500-15010-0001	Interest Earned Fund 500	3,000
500-15010-0002	Water Fund Reserve	0
500-17010-0001	Water Sales Charges	375,000
500-17010-0005	Water Connections	0
500-17010-0015	Other	0
500-17010-0016	Water Shut Off Fee	2,000
	<b>WATER FUND TOTAL REVENUE</b>	<b>380,000</b>
500-46100-1300	Salaries & Wages - Reg	99,852
500-46100-2100	FICA	8,176
500-46100-2210	VRS Retirement	2,142
500-46100-2300	HOSPITAL MEDICAL	14,000
500-46100-2400	Group Insurance Life	1,267

*Proposed for Adoption by the Urbanna Town Council  
June 12, 2025 Regular Meeting*

500-46100-3000	Contractual Operator Services	16,000
500-46100-3100	Operating License (State)	2,250
500-46100-3150	Legal Services	2,700
500-46100-3310	Repairs & Maintenance	30,000
500-46100-3320	Water Tower Service Contract	16,000
500-46100-4320	Generator Service Contract	1,200
500-46100-4500	VA811 Tickets	400
500-46100-5110	Electrical Service WATER	10,000
500-46100-5120	Chemicals and Supplies	5,000
500-46100-5140	RENT OF SPACE IN TOWN HALL	12,000
500-46100-5150	Computer/IT Support	3,000
500-46100-5230	TELECOMMUNICATIONS	700
500-46100-5510	Mileage	100
500-46100-6007	Repair & Maintenance Supplies	4,000
500-46100-6008	SCADA SERVICE/MONITOR	2,600
500-46100-6009	KAMSTRUP ANNUAL SUPPORT	500
500-46100-6010	CARTAGRAPH	3,250
500-46100-6030	DEQ STATE PERMIT	35,000
500-46100-9500	DISTRIBUTION SYSTEM UPGRADE	49,863
500-95000-0100	DEBT SERVICE (LOAN INTEREST)	60,000
	<b>WATER FUND TOTAL EXPENSE</b>	<b>380,000</b>
<b>TABER FUND</b>		<b>FY2024-2025</b>
710-15010-0002	REVENUE TABER FUND	30,000
	<b>TABER FUND TOTAL REVENUE</b>	<b>30,000</b>
710-32100-5610	Contribution to Library	10,000
710-32200-5610	Vol Fire Dept Contribution	10,000
710-32300-5610	Rescue Squad Contribution	10,000
	<b>TABER FUND TOTAL EXPENSE</b>	<b>30,000</b>
	<b>GRAND TOTAL FY2025-2026 REVENUES</b>	<b>1,238,194</b>
	<b>GRAND TOTAL FY2025-2026 EXPENSES</b>	<b>1,238,194</b>



## Agenda Item Summary

JUNE 12, 2025

### Agenda Item: 11 – UNFINISHED BUSINESS

#### 11c. Payne's Landing at VA Street Terminus Native Plant Proposal – Don Georgette

**Background:** See all that follows, but since council's decision to explore options via Middle Peninsula Planning District Commission (MPPDC), a purchase offer has been made (no action taken) and Council Member Courtney secured another option (attached). That was directed to the MPPDC for thoughts. The response from Taylor Ovid follows:

If the planting moves forward with them, we could potentially still install the sill under the grant, but I do want to flag a few concerns. At this time, I still haven't received confirmation on a subsequent award for the upcoming fiscal year, and that uncertainty is slowing progress on my end. Without a contract from DEQ, it's difficult to solidify next steps or timelines.

In terms of access, there's also the practical consideration that the contractor would likely need to move through the areas being proposed for planting. Normally, the sequence is sill installation first-sand-filled and backfilled-followed by native plantings. Reversing that order could complicate things.

Additionally, if planting occurs now, Flexamat would likely no longer be a viable option. That's unfortunate, as I think it could be a strong solution for this site.

On a related note, I've heard from Docks of the Bay that they've provided several estimates in the past without clear follow-through, and it's become a time-intensive process for them without much return. It seems we may be heading in that same direction again unless we can nail down a clearer path forward.

I'm happy to assist however I can from my side. I will advise if a contract shows up.

Mr. Ovid will likely be available via Zoom.

**Fiscal Impact:** \$0 if all aspects (plants, time, material, labor) are free from Northern????? to the Docks of the Bay estimate \$15,000 (all plantings proposed).

**Staff Recommendation:** With options – and caveats - from the MPPDC and the option from Northern Neck Native Plant Company and the planting season window closing, council may be prudent to accept the Northern Neck Plant Company offer as follows:

Before planting submit a design sketch to the Town Administrator that allows for pedestrian access and emergency vehicle access to the Condominium property,

Allow for plant sales to finance an informational placard to be posted on the site subject to council's review, and

No requirement for the town to actively engage in as a member of any group.

**Council Action Requested:** Yes, as noted in Sample Motion below.

**Sample Motion:** I move to accept the no cost offer of Northern Neck Plant Company to initially plant and restore the land owned by the town and known as Virginia Street Terminus or Payne's Landing off Oyster Road situated between the Oyster Harbor Condominiums and the Montague Marina with plants identified in their proposal with the following conditions attached:

Before planting submit a design sketch to the Town Administrator that allows for pedestrian access and emergency vehicle access to the Condominium property,

Allow for plant sales to finance an informational placard to be posted on the site subject to council's review, and

No requirement for the town to actively engage in as a member of any group.

Northern Neck Native Plant Co  
190 Neptune Lane  
Hague, VA 22469

To the Town Council of Urbanna:

Shoreline plantings and native plants are increasingly popular, necessary parts of living in the Chesapeake Bay. I would like for you to consider my offer, at no cost, to plant and restore the easement land off Oyster Road between the Oyster Harbor Condominiums and the Marina. The planting would incorporate marsh grasses (*Spartina alterniflora*), shoreline grasses (*Spartina patens*), sand/dune grasses (Switchgrass, Bitter Panic Grass, Coastal Little Blue Stem), and pollinators (Seaside Goldenrod). All of these plants have salt water tolerance, flood tolerance, deep roots, and no maintenance or fertilizing needed. In addition to the planting offer, we will also monitor and replace plants as needed for 1 year.

Shorelines and marshes are critical infrastructure for the town of Urbanna. This small strip of land can become a butterfly and pollinator habitat, erosion control tool, and natural filtration for the everyday pollution that comes from a marina. The environmental benefits are only a portion of this strip's significance, though. Shoreline and easement plantings also protect riprap, seawalls, and lowlying roads - expensive infrastructure - from failing.

Beyond infrastructure, Urbanna has an opportunity to turn this small strip of land into a jumping off point for further community engagement, tourism, and municipal cost reduction. The level of citizen encouragement for this planting suggests that a Friends of Urbanna Creek could be formed. Northern Neck Native Plant Co would happily host a native plant sale fundraiser this Summer and/or Fall to raise funds for an informational placard, raise awareness about the value of native plants, and donate additional plants and funds to municipal landscaping efforts.

I look forward to your consideration.

All the best,

Don Georgette  
Northern Neck Native Plant Co





## TOWN COUNCIL

### Agenda Item Summary

**MARCH 27, 2025**  
**WORK SESSION**

### Agenda Item: 8 – WORK SESSION MATTERS

#### 8a Virginia Street Terminus

**Background:** Previous documentation is provided. Council desired more detail as to planting area depicted which is presented on the second sketch. The contractor has not altered pricing and thus a lower cost can be obtained by reducing the plantings. A consideration now is to have a more open venue (less planting) or a more stable venue (more planting). One aspect to this would be to implement the lesser planting option and come back later – if needed – to add more planting.

**Fiscal Impact:** \$13,400 (half the plantings proposed) or \$15,000 (all plantings proposed) with additional expenditures for signage and seating. For the project to commence now, staff recommends using Taber Fund assets.

**Staff Recommendation:** Because of the proximity to planting season and work to commence on adjacent property – proceed with half the plantings proposed.

**Council Action Requested:** Authorize staff to proceed to have stabilization work approved as presented and amenities and signage installed.

**Sample Adoption Motion:** I move to authorize the Town Administrator to accept the estimate from Docks of the Bay for \$13,400 for the work set out dated September 20, 2024 and revised by email dated October 1, 2024 offering a reduction in plantings and cost. In addition, I move the Town Administer begin procurement of a sign identifying the area as Payne's Park and establishing use rules as well as procuring amenities.

*Motion, Second, Discussion, Voice Vote*



## Agenda Item Summary

**October 24, 2024**

### **Agenda Item:** Virginia Street Terminus Stabilization

**Background:** During an onsite meeting with a representative of Docks of the Bay in advance of planned shoreline stabilization at the town marina the mayor and Town Administrator had the representative view and subsequently propose stabilization of the Virginia Street terminus. Their proposal follows.

This work could be done in concert with the Marina project which is slated to start after Oyster Festival. In addition, the planting aspect is weather dependent; warmer the weather the better. Also, as it pertains to plants and over time, reducing the number will not impact the stabilization as the plants' root system will expand and generate new growth plants.

**Fiscal Impact:** \$13,400 if approved with fewer plantings. \$15,000 if approved with all plantings.

**Staff Recommendation:** Approve with fewer plantings so as not to discourage access and other improvements (signage and sitting area).

**Council Action Requested:** Yes. Authorize the Town Administrator to accept the proposal by Docks of the Bay in an amount not to exceed \$13,400 or \$15,000 as presented. The amount is dependent upon the number of plantings desired.

**Sample Motion:** I move to authorize the Town Administrator to accept the proposal by Docks of the Bay in an amount not to exceed (\$13,400 or \$15,000) as presented to stabilize the terminus of Virginia Street.

**DOCKS OF THE BAY, LLC**  
 PO Box 1160  
 White Stone, VA 22578 US  
 info@docksofthebay.com  
 docksofthebay.com

## Estimate



### ADDRESS

Town of Urbanna  
 PO Box 179  
 Urbanna, VA

### ESTIMATE #

2490

### DATE

09/20/2024

### Living Shoreline

Install living shoreline per the permitted drawings:

Place and stake two rows coir logs  
 Plant 500 patens  
 Plant 12 wax myrtles  
 Install 20 tons of #57 stone on drive/parking area  
 Grading  
 Place 10 tons of sand

All labor and materials included

QTY	RATE	AMOUNT
1	15,000.00	15,000.00

**TOTAL**

**\$15,000.00**

Accepted By

Accepted Date

Thanks and apologies again for the slow reply.

-Anthony

---

Anthony Marchetti  
804.438.9200 - office  
804.929.2453 - cell  
Docksofthebay.com



**From:** [t.costin@urbannava.gov](mailto:t.costin@urbannava.gov) <[t.costin@urbannava.gov](mailto:t.costin@urbannava.gov)>  
**Sent:** Friday, August 23, 2024 2:02 PM  
**To:** [info@docksofthebay.com](mailto:info@docksofthebay.com)  
**Subject:** Town Marina Project

Please respond for an update from our end concerning work at the above location (See estimate 1894). There is also an issue to discuss involving the town property adjacent to the Montague property.

Thank you.

P. S. T. (Ted) Costin  
Urbanna Town Administrator  
POB 179  
Urbanna, VA 23175  
804.758.2613 ext. 202

[Town of Urbanna](#)



Confidentiality Note: The e-mail and any attachments are confidential and may be protected by legal privilege. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of this e-mail or any attachment is prohibited. If you have received this e-mail in error, please notify us immediately by returning it to the sender and delete this copy from your system. Thank you for your cooperation

Thanks,

-Anthony

**From:** [t.costin@urbannava.gov](mailto:t.costin@urbannava.gov) <[t.costin@urbannava.gov](mailto:t.costin@urbannava.gov)>

**Sent:** Wednesday, August 28, 2024 3:37 PM

**To:** [anthony@docksofthebay.com](mailto:anthony@docksofthebay.com)

**Subject:** RE: Town Marina Project

Thank you. Standing by.

Will also need to discuss the condition of the terminus of Virginia Street; used to access another project.

P. S. T. (Ted) Costin  
Urbanna Town Administrator  
POB 179  
Urbanna, VA 23175  
804.758.2613 ext. 202

[Town of Urbanna](#)



Confidentiality Note: The e-mail and any attachments are confidential and may be protected by legal privilege. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of this e-mail or any attachment is prohibited. If you have received this e-mail in error, please notify us immediately by returning it to the sender and delete this copy from your system. Thank you for your cooperation

**From:** [anthony@docksofthebay.com](mailto:anthony@docksofthebay.com) <[anthony@docksofthebay.com](mailto:anthony@docksofthebay.com)>

**Sent:** Wednesday, August 28, 2024 3:29 PM

**To:** [t.costin@urbannava.gov](mailto:t.costin@urbannava.gov)

**Subject:** RE: Town Marina Project

Good afternoon Ted,

Sorry for the delay responding – I had forwarded your email last week to Shannon Wilkin, our Commercial Project Manager, but he has been out sick so far this week thus the lack of reply so far. Shannon was part of the original conversations and estimate for the marina project so he is the one that needs to reengage with you, and I will make sure he connects once he is feeling better and back in the office. I assume he will be back by tomorrow or Friday so you should get a call by then. But if not just know its because he was still out sick.



**DOCKSOFTHEBAY EMAIL CHAIN**

**From:** [anthony@docksofthebay.com](mailto:anthony@docksofthebay.com) <[anthony@docksofthebay.com](mailto:anthony@docksofthebay.com)>  
**Sent:** Tuesday, October 1, 2024 2:54 PM  
**To:** [t.costin@urbannava.gov](mailto:t.costin@urbannava.gov)  
**Subject:** RE: Town Marina Project

Hey Ted,

If we reduce the plantings by 50% it would be a price reduction of \$1,600

**From:** [t.costin@urbannava.gov](mailto:t.costin@urbannava.gov) <[t.costin@urbannava.gov](mailto:t.costin@urbannava.gov)>  
**Sent:** Tuesday, October 1, 2024 2:43 PM  
**To:** [anthony@docksofthebay.com](mailto:anthony@docksofthebay.com)  
**Subject:** RE: Town Marina Project

What happens if we cut the amount of plantings in half?

P. S. T. (Ted) Costin  
Urbanna Town Administrator  
POB 179  
Urbanna, VA 23175  
804.758.2613 ext. 202

[Town of Urbanna](#)



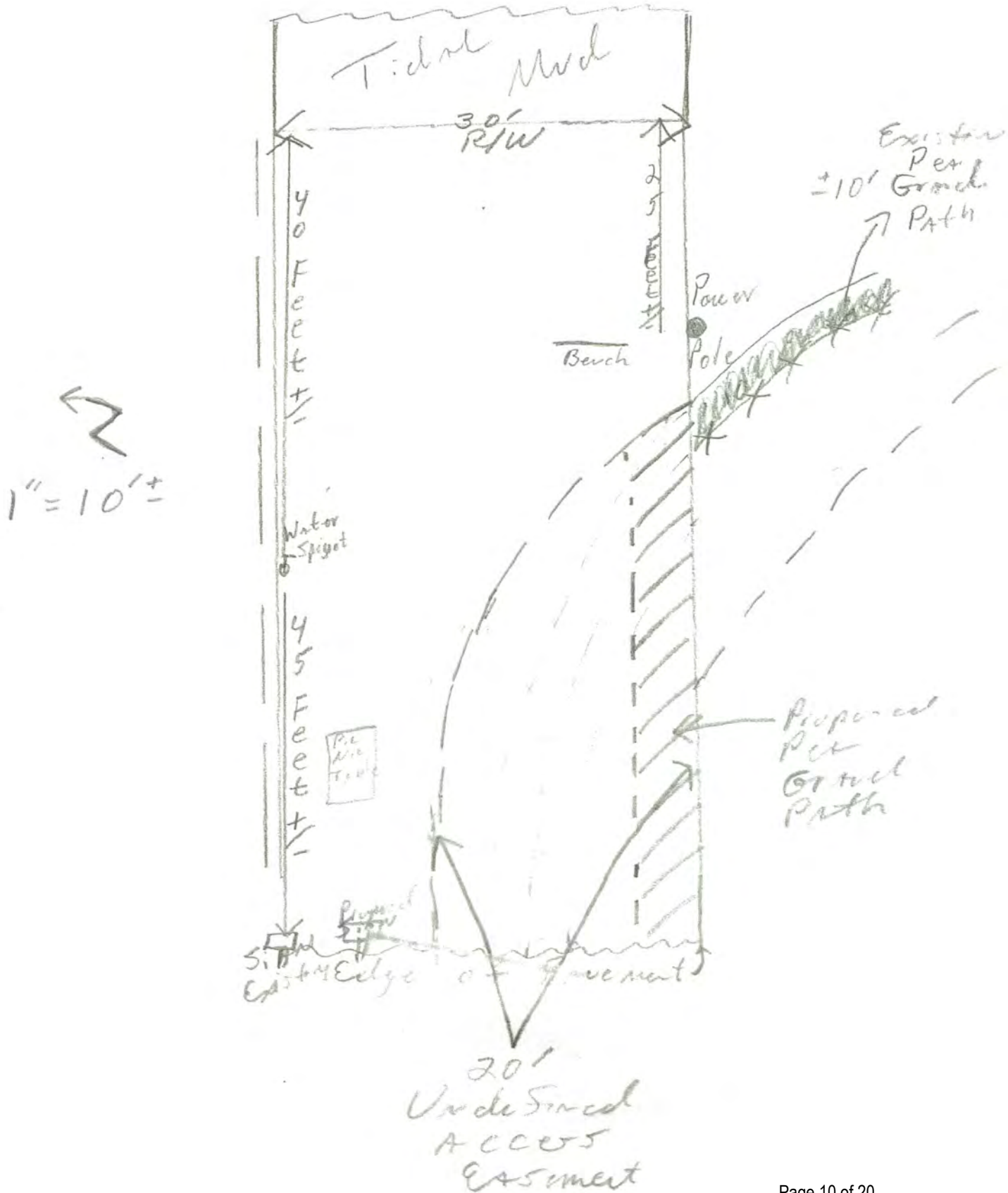
Confidentiality Note: The e-mail and any attachments are confidential and may be protected by legal privilege. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of this e-mail or any attachment is prohibited. If you have received this e-mail in error, please notify us immediately by returning it to the sender and delete this copy from your system. Thank you for your cooperation

**From:** [anthony@docksofthebay.com](mailto:anthony@docksofthebay.com) <[anthony@docksofthebay.com](mailto:anthony@docksofthebay.com)>  
**Sent:** Friday, September 20, 2024 2:11 PM  
**To:** [t.costin@urbannava.gov](mailto:t.costin@urbannava.gov)  
**Subject:** RE: Town Marina Project

Good afternoon Ted,

I have attached a quote for the living shoreline at the town marina. Let us know if you have any questions or would like us to edit the scope of the quote.

# Creek



Docks of the Bay, LLC  
 PO Box 1160  
 White Stone, VA 22578 US  
 info@docksofthebay.com  
 docksofthebay.com

## Estimate



### ADDRESS

Town of Urbanna  
 PO Box 179  
 Urbanna, VA

### ESTIMATE #

2490

### DATE

09/20/2024

### Living Shoreline

Install living shoreline per the permitted drawings:

Place and stake two rows coir logs  
 Plant 500 patens  
 Plant 12 wax myrtles  
 Install 20 tons of #57 stone on drop off/pick up area  
 Grading  
 Place 10 tons of sand

All labor and materials included

QTY	RATE	AMOUNT
1	15,000.00	15,000.00

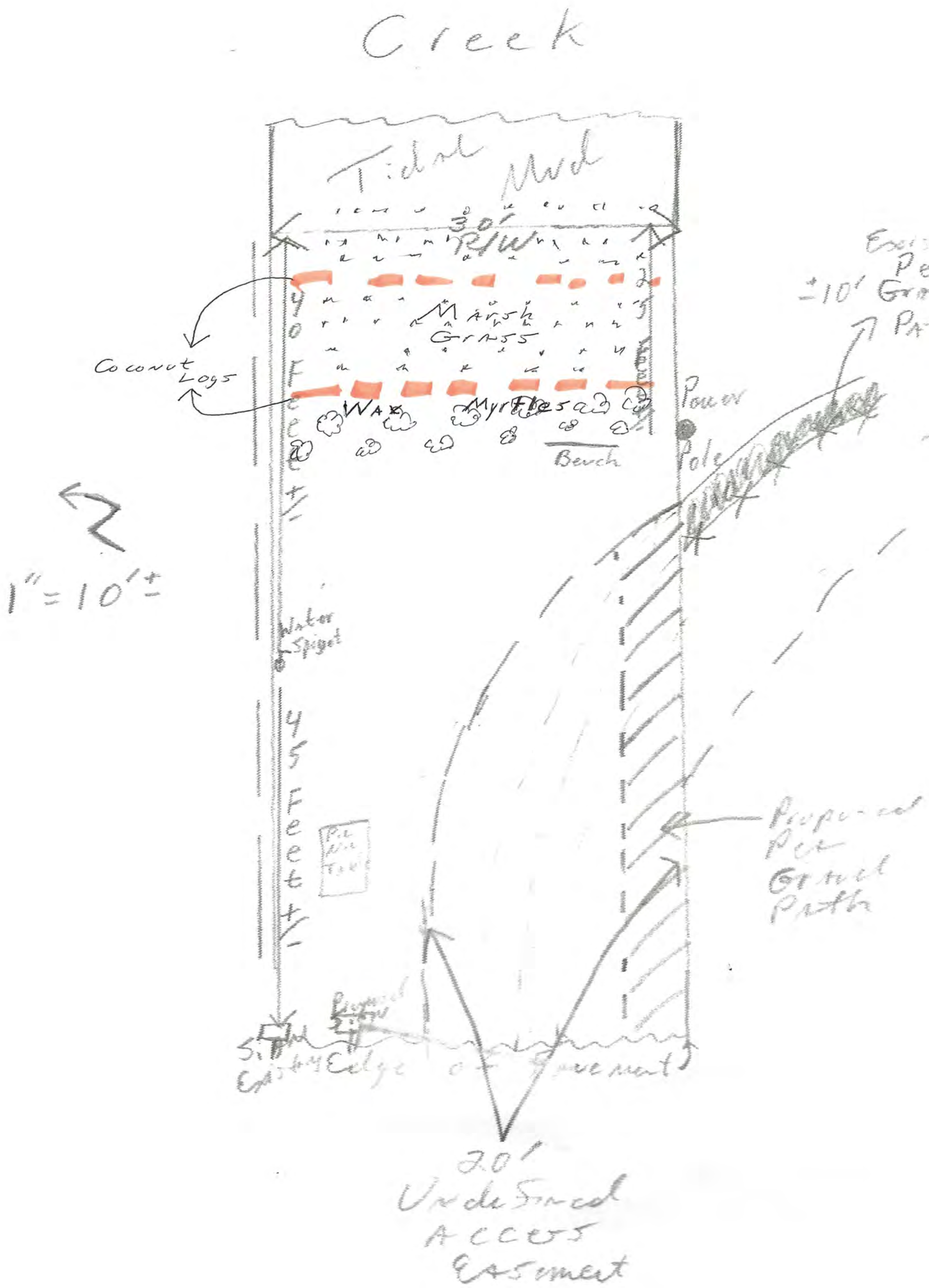
TOTAL

**\$15,000.00**

Accepted By

Accepted Date









## Agenda Item Summary

April 25, 2024

### Agenda Item: Virginia Street Terminus

**Background:** Inquiry was received as to what are the limitations on use of the above referenced property for public access to launch kayaks and park vehicles. Investigation has found a 20-foot-wide easement exists for emergency vehicle access in the parcel which is approximately .1 acre in size (30-foot x 150 foot (avg)). As no one can predict the need for this access, it should be unobstructed at all times. Depicted on the attached portion of the plat used to convey, the easement is not delineated exclusively in the center or to one side. The property is also the site to one of the Museum in the Streets markers, but that is the only signage associated with the property and it speaks to historical, not present use.

**Fiscal Impact:** Sign Production and staff time.

**Staff Recommendation:** Given the limited amount of space that could be obstructed; a 10 feet wide strip along northern most property line at most, tidal inundation, the proximity of a privately owned fence as well as the museum in the streets sign, parking is not advisable at this location. Staff recommends signage be employed that permits kayak/canoe drop off and launch at your own risk, but no parking. The at-risk language is recommended because of the potential presence of residue commercial building parts on the property and along the water's edge and

**Council Action Requested:** Consider directing staff to develop, procure, place signage to address the initial inquiry.

**Sample Motion(s):** Not at this time, but such a motion is appropriate to establish the use limitations on the property.









## Agenda Item Summary

**APRIL 10, 2025**

### Agenda Item: 11 – OLD BUSINESS

#### a. Virginia Street Terminus

##### i. Taylor Ovide, Coastal Resilience Planner with the MPPDC

**Background:** Significant background was provided for council's last work session. As a result, several questions arose. Those were presented to the contractor and a response was received. See email chain which follows.

Subsequently, a council member asked if the concept of employing riprap (similar to what is now at the Marina) was ever discussed. My reply to that is as follows:

Past discussions have talked about providing access; access being the ability to get into the water so riprap has not been considered. As with Waterman's Park where there is riprap there is also a prohibition about climbing on the rocks so one cannot get to the water.

In response, a quote for riprap has been asked for and passed to the contractor. The contractor has responded that riprap would provide more stabilization, but would require a permit. No other information was provided, but adding riprap would push back the start of any improvements and increase cost for the product and permitting.

However, staff has learned in conversations with Middle Peninsula Planning District Commission staff concerning another project, there may be assistance available for this project. A site visit was conducted with PDC and the mayor. PDC staff will present at council's meeting on findings and options.

**Fiscal Impact:** \$13,400 (half the plantings proposed) or \$15,000 (all plantings proposed) with additional expenditures for signage and seating. For the project to commence now, staff recommends using Taber Fund assets. However, council may wish to consider the options to be presented by the PDC staff.

**Staff Recommendation:** Because of the proximity to planting season and work to commence on adjacent property – proceed with half the plantings proposed. However, council may wish to defer to consider implementation of an option presented by the PDC staff.

**Council Action Requested:** Authorize staff to proceed to have stabilization work as presented and amenities and signage installed. However, council may wish to defer to consider an implementation option presented by the PDC staff.

**Sample Motion:** I move to authorize the Town Administrator to accept the estimate from Docks of the Bay for \$13,400 for the work set out dated September 20, 2024 and revised by email dated October 1, 2024 offering a reduction in plantings and cost. In addition, I move the Town Administrator begin procurement of a sign identifying the area as Payne's Landing and establishing use rules as well as procuring amenities.

**Alternative Motion:** I move to table this matter until an option or options can be further developed and reviewed by council.



**t.costin@urbannava.gov**

---

**From:** Ted Costin  
<444976c76da4655403447288f7e8560613209508518db6c735e1374428d17c41@shadow.outlook.com> on behalf of t.costin@urbannava.gov  
**Sent:** Monday, March 31, 2025 1:43 PM  
**Subject:** Fw: Terminus of Virginia Street

Get [Outlook for iOS](#)

---

**From:** Ted Costin <t.costin@urbannava.gov>  
**Sent:** Monday, March 31, 2025 1:37:04 PM  
**To:** Shannon Wilkins <shannon@docksofthebay.com>  
**Cc:** Anthony Marchetti <anthony@docksofthebay.com>  
**Subject:** Re: Terminus of Virginia Street

Thanks. I will circulate and get back to you.

Get [Outlook for iOS](#)

---

**From:** Shannon Wilkins <shannon@docksofthebay.com>  
**Sent:** Monday, March 31, 2025 1:32:48 PM  
**To:** Ted Costin <t.costin@urbannava.gov>  
**Cc:** Anthony Marchetti <anthony@docksofthebay.com>  
**Subject:** Re: Terminus of Virginia Street

Ted,

We had recommended wax myrtle because they are very hearty plants and should grow there. They can be planted off to the side no problem. As for other marsh shrubbery, we are open to suggestions or will plant what you like.

We have suggested this approach as a low- cost alternative to the erosion. Issues at hand. That being said, it will last as long as practical but will not suffer heavy traffic/ abuse or substantial boat wakes on higher than normal tides.

The quote is currently broken down about as far as it will be due to the relative low price. We will be happy to investigate alternatives but we are incredibly busy currently.

On Mon, Mar 31, 2025, 9:08 AM <t.costin@urbannava.gov> wrote:

Council made no decision last Thursday, but raised several questions/concerns:

The proposal lists the work and total price...can the price of each element be provided?

Is there a planting option that is lower in height than wax myrtles? In the alternative, can wax myrtles be planted off to the side(s) and some other plant be used. The concern is the wax myrtles once fully grown will block the view.

Can you estimate the longevity of the project? How long will it hold?

Thanks.

P. S. T. (Ted) Costin  
Urbanna Town Administrator  
POB 179  
Urbanna, VA 23175  
804.758.2613 ext. 202

[Town of Urbanna](#)



Confidentiality Note: The e-mail and any attachments are confidential and may be protected by legal privilege. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of this e-mail or any attachment is prohibited. If you have received this e-mail in error, please notify us immediately by returning it to the sender and delete this copy from your system. Thank you for your cooperation





## Agenda Item Summary

JUNE 12, 2025

### Agenda Item: 12 – NEW BUSINESS

#### 12a. Use of Taber Fund for Playground Equipment Repair

**Background:** Outside equipment is subjected to weather elements and eventually is impacted. Use of course wears on equipment as well and that is the situation presented with of existing playground equipment at Taber Park. Maintenance staff has reported the degradation of some items and has worked to keep them operational and safe. Local repairs are no longer feasible. After viewing the condition of equipment, Playground Specialists Inc. of Thurmont, Maryland has made three recommendations involving full replacement to repair. The lowest cost option is repair at \$8,425. Replacement can be as much as \$46,934

**Fiscal Impact:** \$46,934 to \$8,425.

**Staff Recommendation:** Approve \$8,425 be taken from Taber Fund and put to repair of existing playground equipment at Taber Park.

**Council Action Requested:** Yes. Authorize the Mayor of Urbanna to direct \$8,425 be taken from Taber Fund and put to repair of existing playground equipment at Taber Park employing Playground Specialists, Inc. of Thurmont, Maryland.

**Sample Motion:** I move to authorize the Mayor of Urbanna to direct \$8,425 be taken from Taber Fund and put to repair of existing playground equipment at Taber Park employing Playground Specialists, Inc. of Thurmont, Maryland.

**PLAYGROUND SPECIALISTS, INC.**

29 Apples Church Road  
 Thurmont, MD 21788  
 8003850075  
 www.playspec.com

**ADDRESS**

TOWN OF URBANNA  
 ATTN: STEVE HUTTON  
 390 VIRGINIA STREET  
 SUITE B  
 URBANNA, VA 23175

**SHIP TO**

TABER PARK  
 OPTION #1  
 C/O PLAYGROUND  
 SPECIALISTS

**Proposal 34086A****DATE** 05/01/2025**SALES REP**

JOE LATHAM

TYPE	QTY	RATE	AMOUNT
<b>REMOVAL</b> RAKE OUT EXISTING MULCH PRIOR TO DEMO. REMOVE AND DISPOSE OF EXISTING PLAY UNIT - INCLUDES DUMPSTER CHARGES	1	3,300.00	3,300.00
<b>PLAYWORLD EQUIPMENT</b> 350-2248 - CHALLENGER PLAY UNIT	1	37,605.00	37,605.00
<b>DISCOUNT</b> PLAYWORLD SALE DISCOUNT OFF LIST PRICE ABOVE - VALID THRU JUNE 20, 2025 - INCLUDES FREE FREIGHT	1	-7,521.00	-7,521.00
<b>INSTALLATION</b> CERTIFIED INSTALLATION OF ALL EQUIPMENT ABOVE INCLUDING LIFETIME INSTALLATION WARRANTY - INCLUDES RESPREADING EXISTING MULCH	1	13,550.00	13,550.00
<b>NOTE</b> NO ADDITIONAL SAFETY SURFACING INCLUDED			

\*Net 30 w/ PO

\*3% service charge for all credit card payments.

\*Pricing only guaranteed for 30 days unless specified above.

\*Absolutely no engineering, permits, permit fees, drainage, wage  
 rates, portal fees, bonding, or additional insurance included in  
 above pricing unless specified on line item.

\*All private utilities to be marked by others prior to installation.

Playground Specialists not responsible for any damage to  
 unmarked or incorrectly marked underground utility lines.

\*Additional mobilization, poor soils, limited access, or utility  
 issues may result in change orders.

\*In the event that site soil or rock conditions prevent normal  
 installation timelines and procedures, additional charges will  
 apply

\*Standard lead times always apply. Contact sales agent for  
 details.

SUBTOTAL

46,934.00

TAX (0%)

0.00

Sign and return when approved. Thank you!

TOTAL

**\$46,934.00**

Accepted By

Accepted Date

**PLAYGROUND SPECIALISTS, INC.**

29 Apples Church Road  
 Thurmont, MD 21788  
 8003850075  
 www.playspec.com

**ADDRESS**

TOWN OF URBANNA  
 ATTN: STEVE HUTTON  
 390 VIRGINIA STREET  
 SUITE B  
 URBANNA, VA 23175

**SHIP TO**

TABER PARK  
 OPTION #3  
 C/O PLAYGROUND  
 SPECIALISTS

**Proposal 34088A****DATE** 05/01/2025**SALES REP**

JOE LATHAM

TYPE	QTY	RATE	AMOUNT
<b>REMOVAL</b> REMOVE AND DISPOSE OF EXISTING DAMAGED PARTS BEING REPLACED - INCLUDES DUMPSTER CHARGES	1	1,850.00	1,850.00
<b>PLAYWORLD EQUIPMENT</b> ZZCH2006 - 36" TRANSFER STATION	1	2,250.00	2,250.00
<b>PLAYWORLD EQUIPMENT</b> ZZUN2019 - APPROACH STEP	1	750.00	750.00
<b>PLAYWORLD EQUIPMENT</b> ZZCH0616 - SQUARE COATED DECK ASSEMBLY	1	1,500.00	1,500.00
<b>PARTS</b> AAU0220AZR - 3.5" PIPE CLAMP - AZURE	1	125.00	125.00
<b>INSTALLATION</b> CERTIFIED INSTALLATION OF ALL EQUIPMENT ABOVE INCLUDING LIFETIME INSTALLATION WARRANTY - INCLUDES RESPREADING EXISTING MULCH	1	1,950.00	1,950.00
<b>NOTE</b> NO ADDITIONAL SAFETY SURFACING INCLUDED			

\*Net 30 w/ PO

\*3% service charge for all credit card payments.

\*Pricing only guaranteed for 30 days unless specified above.

\*Absolutely no engineering, permits, permit fees, drainage, wage  
 rates, portal fees, bonding, or additional insurance included in  
 above pricing unless specified on line item.

\*All private utilities to be marked by others prior to installation.  
 Playground Specialists not responsible for any damage to  
 unmarked or incorrectly marked underground utility lines.

\*Additional mobilization, poor soils, limited access, or utility  
 issues may result in change orders.

\*In the event that site soil or rock conditions prevent normal  
 installation timelines and procedures, additional charges will  
 apply

\*Standard lead times always apply. Contact sales agent for

SUBTOTAL

8,425.00

TAX (0%)

0.00

SHIPPING

325.00

details.

Sign and return when approved. Thank you!

TOTAL

**\$8,750.00**

Accepted By

Accepted Date



**TOWN  
COUNCIL**

**Agenda Item Summary  
FOR ALL REGULAR MEETINGS**

**Agenda Item: 13 – PUBLIC COMMENT 2**

Mayor opens Public Comment Period and asks if all who desire to speak have had a chance to sign up.

NO SPEAKERS: Mayor closes Public Comment Period.

SPEAKERS: Mayor explains that each individual has five minutes to address Council on matters not scheduled for Public Hearing. Clerk will keep time.

**Agenda Item: 14 – COUNCIL RESPONSE TO PUBLIC COMMENT 2**

After all speakers have been heard, Mayor asks for any councilmember response.

Councilmembers may provide brief responses to issues such as clarifications of facts, answers to questions, etc. Councilmembers shall limit their response to only those comments presented during the immediately preceding public comment period.



**TOWN  
COUNCIL**

**Agenda Item Summary  
FOR ALL REGULAR MEETINGS**

**Agenda Item: 15 – COUNCIL ANNOUNCEMENTS & REQUESTS**

Mayor calls on each councilmember by name to share any announcements or requests.

This time is generally used for individual councilmembers to share information with other councilmembers and the public and to make any announcements of interest to citizens. Councilmembers may also request information from staff and/or items requiring action for inclusion on a future agenda during this time. This time should not be used to respond to Public Comment issues.



**TOWN  
COUNCIL**

**Agenda Item Summary**

**JUNE 12, 2025**

**Agenda Item: 16 – CLOSED MEETING**

**16a – Motion to Convene Closed Meeting**

**Motion:** I move that the Town of Urbanna Town Council convene in Closed Meeting in accordance with **Section 2.2-3711 (A)(8)** of the Code of Virginia to consult with legal counsel on a specific legal matter regarding zoning and subdivision law as it pertains to additional dwelling units which requires the provision of legal advice by counsel.

*Motion, Second, Discussion, Roll Call by Clerk*

**16b – Motion to Reconvene in Open Session**

**Motion:** I move that the Town of Urbanna Town Council reconvene in open session.

*Motion, Second, Discussion, Voice Vote*

**16c – Certification of Closed Meeting**

**Motion:** I move that the Town Council of the Town of Urbanna approve Standing Resolution 1 (SR-1) in accordance with Section 2.2-3712 (D) of the Code of Virginia, 1950, as amended, certifying that the Closed Meeting was conducted in conformity with the requirements of the Virginia Freedom of Information Act.

*Motion, Second*

*Discussion - If any councilmember disagrees, they must so state at this time.*

*Roll Call by Clerk*

**16d – Action on Closed Meeting (if necessary)**

Any necessary action, other than appointments, would be done here.



## **CERTIFICATION OF CLOSED MEETING**

### **STANDING RESOLUTION – 1 (SR-1)**

#### **A RESOLUTION TO CERTIFY COMPLIANCE WITH THE FREEDOM OF INFORMATION ACT REGARDING MEETING IN CLOSED MEETING**

**WHEREAS** the Town Council of the Town of Urbanna has convened a Closed Meeting on June 12, 2025 pursuant to an affirmative recorded vote, and in accordance with the provisions of the Virginia Freedom of Information Act; and,

**WHEREAS** Section 2.2-3712 (D) of the Code of Virginia requires a certification by the Town Council of the Town of Urbanna that such Closed Meeting was conducted in conformity with Virginia law;

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council of the Town of Urbanna hereby certifies that, to the best of each member's knowledge:

1. Only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were heard, discussed, or considered by the Town Council of the Town of Urbanna in the Closed Meeting to which this certification resolution applies; and
2. Only such public business matters as were identified in the motion convening the Closed Meeting were heard, discussed, or considered by the Town Council of the Town of Urbanna.

**DONE** this 12<sup>th</sup> day of June, 2025.